

## Award by Invitation

### Facilitate and support the implementation of a national capacity-building program on Development Unit Leadership

Location	Tirana
Type of Contract	Service Contract (output-based)
Services Requested	Facilitate and support the implementation of a national capacity-building programs with heads of Development Unit
Reference number	25-02-S4J
Issue date of the call	11 February 2025
Number of potential successful offerors	1 (one)
Eligible applicants	Registered entities
Submission Deadline	18 February 2025
Deadline for submitting questions & receiving answers	Questions can be sent at <a href="mailto:al.info@swisscontact.org">al.info@swisscontact.org</a> by 13 February 2025 end of business day. Answers will be provided by 14 February 2025, end of business day.
Tentative starting date of service	<b>February 2025</b>
Estimated contract timeframe	February 2025 – May 2025 (four months)
Service providers report to	Intervention line manager for organizational development and lifelong learning
Where to send applications	All offers shall be submitted in one of the two forms:  1. Via email to <a href="mailto:manjola.martiri@swisscontact.org">manjola.martiri@swisscontact.org</a> . The application should be sent in signed and stamped electronic copies, pdf. format. Please specify in the email subject the title of the Award by Invitation. 2. Via the postal system or courier service to the Swisscontact Albania office address: Rr. Skënderbej, Vila 49, Tiranë. Please specify in the envelope the title of the Award by Invitation.

## 1. BACKGROUND AND PROJECT DESCRIPTION

[Swisscontact](#) is an independent, non-profit Swiss foundation dedicated to promoting economic, social, and environmental development. Swisscontact's development work focuses on private sector-led, sustainable economic development with improved quality of life for all in developing and emerging countries. A key focus is to strengthen the skills of individuals and foster the competitiveness of companies.

[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 (2022-2025), with specific focus on promotion of employment opportunities and skills development.

The overarching goal of S4J is to contribute to an improved inclusive Albanian Vocational Education and Training (VET) system and increased competitiveness of the Albanian economy, by facilitating access to gainful employment and income for young women and men from diverse backgrounds, as VET providers transition into multifunctional centers. The project actively promotes modern teaching and learning practices through fostering work-based and blended learning, leveraging digitalization as an instrument. S4J supports VET institutions in strengthening their internal processes and management, while also collaborating with industries and national authorities to update and diversify the VET offer, ensuring they align with labor market needs.

The project is in its third phase, S4J 3, which started in July 2023 and will last until June 2027. During this phase, the project aims to create training and employment opportunities for up to 29,400 Albanian women and men, including youth and special needs groups. S4J will facilitate the horizontal transfer of key **innovation objects**/processes previously promoted in the project's previous two phases, expanding their reach to other VET providers and companies, through capacitated and empowered **transfer agents**. This phase will focus on further consolidating and documenting these innovations to facilitate scaling, transfer, and institutionalization within the VET system, both in the public and private sector.

- **Component 1: Access to quality VET offer**

Services and interventions in this component focus on strengthening VET providers by: promoting modernization of VET and integrating digital solutions in the vocational teaching process; improving planning, internal monitoring, and other quality development processes; strengthening the development unit (DU) and improving its service provision capacities; and, designing and developing models for continuous professional development (CPD) of VET staff.

- **Component 2: Private sector engagement in VET**

Services and interventions in this component focus on consolidating and improving the participation of the private sector in the governance, design and delivery of VET programmes in partnership with VET providers by: strengthening the cooperation between VET providers and companies; promoting and consolidating regional networks of companies and supporting Business Membership Organizations (BMOs) to engage in skills development; increasing capacities of companies and VET providers to design and deliver quality apprenticeships and in-company work-based learning; capacitating companies to contribute to the identification of skills needs, design and delivery of new professional qualifications and curricula.

- **Component 3: Dual VET**

Interventions in this component focus on establishing a Dual VET system in Albania, supporting the Dual VET initiative launched by the Government of Albania in 2024. Since 2016, S4J has been promoting the dualization of

VET in Albania and has quickly adapted to support its implementation. S4J will continue to assist the Albanian government in implementing this transformative initiative through a hands-on approach, including developing a comprehensive regulatory framework, supporting the development of Dual VET qualifications, providing direct support to VET providers, and collaborating with private sector partners to deliver these programs.

Interventions implemented in this phase aim to build an enabling environment that promotes the **transferability** and long-term **sustainability** of these innovation processes within the Albanian VET system. S4J 3 focuses on consolidating the initiated innovation objects at both the provider and individual-company level by preparing VET institutions and companies to integrate the innovations throughout their organization – a process known as *vertical transfer* - and coaching these institutions to share and transfer the consolidated innovation processes to other selected providers and companies - *horizontal transfer*. S4J will provide tailored support to three groups of VET providers throughout the horizontal transfer process, senior partner VET providers, new providers, and the broader VET system. Each group will receive support through different modalities, designed to meet their specific needs and roles in the transfer process.

## 2. DESCRIPTION OF THE ASSIGNMENT

### *Context of the assignment*

Skills for Jobs (S4J) has been working with Vocational Education and Training (VET) schools to strengthen their internal structures, improve internal processes, and enhance institutional effectiveness. The goal is to make these institutions more adaptable to labor market changes, improve evidence-based decision-making, and boost overall performance.

Several key innovations have been introduced in VET schools, focusing on internal organization and operational efficiency. These include:

- Preparation of internal regulations and job descriptions.
- Implementation of an annual and mid-term planning cycle.
- Introduction of an offer diversification cycle.
- Development of regulations internal manual and supporting instruments for the Development Unit.

While these documents have been thoroughly discussed and consulted with S4J partner schools, they have now been approved by the National Agency for Employment and Skills (NAES) and will be shared with all schools in the system. To ensure effective implementation, training will be provided to VET school staff nationwide.

S4J has developed and piloted several guidelines and instruments to support capacity building for internal structures and processes in its partner providers. At this stage, in close cooperation with NAES, S4J aims to establish a holistic approach to capacity building at the national level. This initiative will focus on:

- Role of the Head of the Development Unit

These efforts aim to ensure that VET school staff are adequately trained in their roles and responsibilities as defined in the VET law and the relevant secondary legislation.

### *Purpose and scope of the assignment*

*Skills for Jobs* Project (S4J) is seeking the service of training delivery of one national training programs in:

- Role of the Head of the Development Unit

In order to:

- ensure sustainability - by empowering private sector actors to design new products and solutions for the VET sector that can and will be sold to other customers in the future; and
- secure lower prices for the service it is purchasing,

S4J intends to buy the services of training delivery. S4J will only enter into a contractual agreement with an entity after approval of:

- the training programme; and
- training delivery methodology

to which it will ask to adapt/develop and/or deliver:

1. training materials for the course in full compliance with internal documentation prepared from S4J
2. the training cycle for the number of participants described in each lot and within the time frame;
3. guideline for practitioners following the training based on high professional standards and following instructions provided in this CfPs. The design/adaptation of the training programme and the training materials shall comply with the regulatory framework approved in place.

Key features of the training program, include:

- streamlining new ways of inclusive learning, combining F2F, online and hybrid;
- covering all logistical aspects including technology for the delivery of the courses; transportation, accommodation and per diems; training workshop premises, food and coffee breaks, training materials, printed and digital; subcontracting service provision; and
- Reporting on progress.

Below are the main responsibilities/ specifications of the training.

### ***National Training with head of Development Unit***

The Head of the Development Unit plays a strategic role in planning, innovation, and institutional growth within Vocational Education and Training (VET) schools. This position is essential for ensuring that schools align with national education policies, labor market demands, and institutional development goals. The Development Unit is responsible for coordinating 7 key institutional functions, including curriculum development, professional training, business relations, project implementation, student career guidance, and performance tracking.

To strengthen the capacity and effectiveness of the Head of the Development Unit, this training will focus on enhancing strategic planning, monitoring, collaboration, and quality assurance. The training will provide practical guidance on regulatory frameworks, institutional planning, and best practices for managing development initiatives within VET schools and will be based on the actually developed materials from Skills for Jobs project: (<https://skillsforjobs.al/sq/shkolla-dimerore-2024/>)

By the end of this training, participants will be able to:

- Understand their role and responsibilities as defined in the regulatory framework.
- Implement strategic planning tools to develop and improve institutional processes.
- Foster partnerships with businesses, industries, and educational stakeholders.
- Lead data-driven decision-making for institutional development and quality assurance.
- Monitor, evaluate, document and report on the progress of institutional initiatives.

### *Mode of training delivery*

The capacity-building program shall combine both online/ hybrid and face-to-face modes of training delivery. The approximate number of participants for 29 schools that will be trained is 29 participants, all Head of DU in 29 VET Schools

### *Areas to be covered by the training program*

This training will be conducted over two full days of face-to-face sessions and will include interactive discussions, case studies, and practical workshops based on the Manual and Regulation for the Organization and Functioning of the Development Unit. Below are some potential themes to be addressed during the training.

Session	Topics Covered
Day 1 (8 hours)- Understanding the Development Unit's Role and Structure	<ul style="list-style-type: none"> <li>- Overview of the regulatory framework governing the Development Unit.</li> <li>- Key responsibilities of the Head of the Development Unit in institutional planning and innovation.</li> <li>- Structure the Development Unit: roles, functions, and collaboration with school management.</li> <li>- Understanding and implementing the internal regulation of the Development Unit.</li> </ul>
Day 2 (8 hours)- Strategic Planning, Monitoring, and Stakeholder Engagement	<ul style="list-style-type: none"> <li>- Planning for institutional development and annual work plans.</li> <li>- Monitoring and evaluating institutional progress.</li> <li>- Stakeholder engagement: collaborating with businesses, community partners, and policy institutions.</li> <li>- Group work: Drafting an action plan for the Development Unit.</li> </ul>

## **3. ELIGIBILITY CRITERIA**

The applicants shall be officially registered in national business center.

## **4. DOCUMENTS TO BE SUBMITTED**

The interested company should send the application file as indicated in the cover page, containing:

- 1. Company NUIS certificate (copy) and Extract from NBC**
- 2. Technical proposal**

The technical proposals describing the planned support that will be given to S4J team in successfully delivering the services. The technical proposals must comply with the specifications required under the deliverables sections:

- 2.1. *Company profile*
- 2.2. *Approach and Methodology*
- 2.3. *Workplan and milestones*
- 2.4. *Proposed Trainers*

- 3. Financial proposal**

Financial Proposal must be provided in a detailed description of items and prices per unit. Prices shall be provided in ALL or CHF and the total amount shall comprise VAT if applicable.

The application **MUST** contain all required documentation, otherwise may be automatically eliminated by Swisscontact without a further request for clarification and/or completion.

## 5. EVALUATION PROCESS

An evaluation panel, consisting of no less than 3 (three) members, will evaluate the applications as per the following criteria:

- **Technical proposal:** **70%**
  - Company Profile 10%
  - Approach and Methodology 20%
  - Workplan and milestones 10%
  - Proposed trainers 30%
- **Financial Proposal:** **30%**

Swisscontact reserves the right to cancel a bidding process, accept or reject bids without notifying the reasons to the bidders. It also has the right to ask one or more of the applicants for clarifications regarding the bid.

## 6. SUBMISSION INSTRUCTION:

The deadline of submission is **18 February 2025, EOB**. Please note that in case your offer will be sent later than the deadline for submission, Swisscontact may decide to disqualify your submission and not consider this eligible for further phases of evaluation. Please note that this is valid regardless of whether your submission has been sent physically or electronically as the deadline for submission will be the same.

Applications may be submitted through one of the following methods:

### 6.1 Physical Submission

All physical bids must be submitted by the deadline above mentioned in a **SEALED ENVELOPE** to the Swisscontact Albania office at: Rr. Skenderbej, Villa 49, Tiranë. The envelope must be clearly labeled with: *Award by Invitation 25-02-S4J Request for Proposal: Facilitate and support the implementation of a national capacity-building program on Development Unit Leadership*. All documents must be properly completed, signed and stamped.

### 6.2 Electronic Submission

All electronic bids must be submitted by the deadline above mentioned in signed and stamped PDF file via email to: [manjola.martiri@swisscontact.org](mailto:manjola.martiri@swisscontact.org). The subject line of the e-mail must clearly state: *Award by Invitation 25-02-S4J Request for Proposal: Facilitate and support the implementation of a national capacity-building program on Development Unit Leadership*. A confirmation email will be sent upon receipt of the submission.

The application **MUST** contain all required documentation, otherwise may be automatically eliminated by Swisscontact without a further request for clarification and/or completion.

## 7. COMMUNICATION WITH THE BIDDERS:

Any communication between SC-ALB and the bidders that might compromise the transparency and fairness of the bidding process must be avoided. Communication has to be documented in writing. The interested applicants can send their questions to [manjola.martiri@swisscontact.org](mailto:manjola.martiri@swisscontact.org) by *13 February 2025, EOB*. The deadline for submitting responses will be *14 February 2025, EOB*. Responses to requests for clarification by one bidder must be shared with all bidders in BCC mode of email or the response to be uploaded on the website.