

Terms of Reference

Junior Research and Knowledge Management Consultant

Languages required:	Albanian, English
Type of contract:	Service contract
Expected starting date:	September 2025
Expected ending date:	January 2026
Consultant reports to:	MRM and Transferability Portfolio

Background

[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 centres. 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.

Context and scope of work

The Junior Consultant will support the S4J team, in particular the MRM and Transferability Portfolio, with research, data management, and preparation of knowledge products. The position contributes to generating high-quality evidence, analysis, and documentation that inform project interventions and stakeholder engagement. In its third phase, S4J places strong emphasis on knowledge management and transferability of innovations.

Tasks

Under the supervision of the MRM and Transferability Portfolio, the junior consultant will work on:

Research and Analysis:

- Conduct desk research and literature reviews on relevant thematic topics.
- Carry out data cleaning and basic data analysis.
- Support data collection coordination and measurement initiatives.

Knowledge and Communication:

- Prepare clear and accurate tables, figures, and infographics.
- Draft written inputs, including blog posts, case studies and summaries.
- Support colleagues in drafting reports, assessments, and briefs.

Operational support:

- Participate in project meetings and stakeholder events.
- Provide administrative support to MRM-related activities, as required.

Qualifications/Profile of the consultant

The consultant should possess the following skills and experience:

- Bachelor's degree in Economics, Business Informatics, or any other related fields.
- Strong analytical and research skills.
- Experience with Microsoft Office and database management.
- Superb attention to detail.
- Very good communication skills.
- Excellent command of written and spoken Albanian and English.
- Familiarity with SPSS is an asset.

Application Procedure

Interested candidates are invited to submit the following documents by **22 September 2025**:

- A short cover letter (1 page maximum)
- A CV highlighting relevant qualifications and experience

For any questions, please contact us at al.info@swisscontact.org.