

Award by Invitation

Production of Photo and Video Materials for Projects Activities

Location	Tirana
Type of Contract	Service Contract (output-based)
Services Requested	Production of Photo and Video Materials
Reference number	26-06-S4J
Issue date of the call	23 February 2026
Number of potential successful offerors	1 (one)
Eligible applicants	Registered entities
Submission Deadline	2 March 2026
Tentative starting date of service	4 March 2026
Estimated contract timeframe	04 March 2026 – 30 June 2026
Service providers report to	Portfolio Manager
Where to send applications	All offers will be submitted in hard-copy or through email, as per instruction provided in this documents, to the Swisscontact Albania office: Rr. Skenderbej, Vila 49, Tiranë.

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**

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.

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*. 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.

2. DESCRIPTION OF THE ASSIGNMENT

Context and scope of the assignment

At ‘Skills for Jobs’ (S4J), we practice communication for development (C4D), aiming at raising awareness, encouraging dialogue and changing the mindset of our audiences. For this reason, high-quality visual communication and the preparation of multimedia materials is a crucial part of our communications strategy.

High-quality visual communication plays a key role in documenting project activities and showcasing the impact of the project. Professional photography, videography, and multimedia storytelling are therefore essential components of the project’s communication strategy.

The Service Provider will serve as Photographer and Video Maker, supporting the project on an ongoing basis in producing high-quality visual content for documentation, promotion, and storytelling purposes.

The assignment includes capturing professional photos, videos, and livestreams of project activities, vocational education and training environments, and stakeholder engagement.

Tasks for the assignment

The Service Provider will provide multimedia services including photography, videography, and livestreaming of project activities.

1. Photography

The photographer will provide professional photos including but not limited to:

- Photo documentation of VET schools, including:
 - Students during theoretical and practical learning
 - Teachers during instruction and mentoring
 - Students and teachers working with businesses or mentors

- Training workshops, classrooms, and learning environments
- Event photography, covering activities ranging from 30-minute sessions to full-day events
- Photos capturing interaction and collaboration among participants
- Portrait-style photos of students, teachers, mentors, and project stakeholders
- Contextual and storytelling images highlighting the impact of vocational education

2. Video Production

The Service Provider will produce different formats of video content depending on the assignment.

Event Videos

- Video documentation of project events lasting from 1 hour to full-day activities
- Highlighting key moments, testimonials, and interactions.

Short-form promotional videos (Social Media / Reels)

- Duration: 30 seconds – 1.5 minutes
- Designed for social media platforms
- Dynamic storytelling capturing key highlights and experiences.
- Combining testimonials, contextual footage, and storytelling elements.

Video Documentaries / Stories

- Narrative videos between 5 and 15 minutes
- Featuring students, teachers, businesses, and project partners
- Combining testimonials, contextual footage, and storytelling elements.

3. Livestreaming

The Service Provider will provide livestreaming services for selected project events, including:

- Live broadcasting of events on the project's Facebook page
- Livestream duration ranging from 1 hour to full-day events
- Ensuring stable video and audio quality
- Managing technical setup for streaming and recording when required.

3. ELIGIBILITY CRITERIA

- The applicants shall be officially registered in national business center.
- More than 2 years of experience as a multimedia producer;
- Good proficiency in editing software;
- Proven experience in video production;

4. DOCUMENTS TO BE SUBMITTED

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

- QKB extract for companies
- Technical Proposal:
 - CV or Company profile/ Short bio shortly describing previous experience related to this call. Companies are required to submit CVs/short bio of the expert that will be engaged;
- Financial Offer: 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.

Description	Unit	Unit Price (ALL)
Photos - Daily rates		
Photos 0-2 hours	1	
Photos Half-day service (up to 4 hours)	1	
Photos Full-day service (up to 8–10 hours)	1	
Videos for events - Daily rates		
Video Events 0-2 hours	1	
Video Events Half-day service (up to 4 hours)	Per assignment	
Video Events Full-day service (up to 8–10 hours)	Per assignment	
Extra Edit	Per video	
Video documentary (5–15 minutes)	1	
Livestream setup and recording	1	
Raw footage and source files	Per assignment	
Promotional videos - Daily rates		
Short-form video (30–90 seconds)	Per video	
Video documentary (5–15 minutes)	Per video	
Extra in videos	Per person	
Travel & Logistics outside Tirana		
Up to X km from Tirana	Per assignment	
Travel cost (optional km-based)	Per km	
Accommodation	Per night	

S4J VAT 0% registration: Swisscontact/Skills for Jobs is registered with the Regional Directorate of Taxes for VAT tax rate zero percent (0%) for services and goods provided to the project. Please present your financial offer based on the recognition that VAT is at 0%.

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 30%
 - CV of Previous Work 40%
- **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 **02 March 2026, 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.

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