

Request for Proposal

Preparation of Provider-Level Institutional Assessment and Graduate Tracer Study Reports for S4J Partner Providers

Location	Tirana (home-based)
Type of Contract	Service Contract (output-based)
Services Requested	Services requested: Preparation of Provider-Level Institutional Assessment and Graduate Tracer Study Reports for S4J Partner Providers The procurement is divided into the following two lots: LOT 1: Preparation of Provider-Level Institutional Assessment Reports LOT 2: Preparation of Provider-Level Graduate Tracer Study Reports Interested candidates may apply for one or more LOTs
Reference number	26-10-S4J
Issue date of the call	29 July 2026
Procurement Process	Request for Proposals. One step process. Only complete proposals will be considered.
Number of potential successful offerors	Up to two service providers—one for each lot. The same applicant may be awarded both lots if its proposals achieve the highest score under both lots and it demonstrates sufficient capacity to implement the assignments concurrently.
Eligible applicants	Registered entities
Submission Deadline	12 August 2026
Deadline for submitting questions & receiving answers	Questions can be sent at al.info@swisscontact.org by 6 th of August 2026 end of business day. Answers will be provided by 7 th of August 2026 , end of business day.
Tentative starting date of service	August 2026
Estimated contract timeframe	August- September 2026
Service providers report to	S4J M&E Specialist
Package of Application	1. Company NUIS certificate (copy) and Extract from NBC 2. Technical proposal 3. Financial proposal
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 (as per instruction provided in this documents), to the Swisscontact Albania office: Rr. Skënderbej, Vila 49, Tiranë.

1. BACKGROUND ABOUT S4J

[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 4 **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 ASSIGNMENTS & DELIVERABLES

LOT 1: Preparation of 10 Provider-Level Reports for the 2026 Institutional Assessment

Context of the assignment

As part of its monitoring and results measurement framework, S4J has developed and implemented an Institutional Assessment process to evaluate the quality of services provided by Development Units (DUs) within VET schools. The assessment covers seven core functions: Continuous Professional Development (CPD), Curriculum Development, Business Relations, Career Orientation, Development Projects, Institutional Marketing, and Graduate Tracing.

The process is participatory and evidence-based, assessing school performance through the perceptions and experiences of four key target groups: students, teachers, business partners, and parents. Standardised survey instruments are used for each target group, with each questionnaire focusing on specific DU functions:

- **Student questionnaire** captures students' perceptions and experiences related to teaching quality, work-based learning, career guidance, and institutional marketing, with the aim of identifying areas for improvement to better prepare students for the labour market.
- **Teacher questionnaire** gathers teacher feedback on continuous professional development, curriculum development, project development, and institutional marketing, supporting the adaptation of practices to the needs of both staff and students.

- **Business questionnaire** collects the views of business partners regarding the quality of collaboration, students' preparedness during work-based learning in business, and the alignment of training provision with labour market needs, with the objective of strengthening private sector engagement.
- **Parent questionnaire** captures parents' perceptions of school communication, their children's career orientation, and the institution's public image, with the aim of improving services and responding more effectively to family expectations.

The academic year (AY) 2025-26 **marks the third consecutive year** in which the project has implemented this assessment process. Building on the baseline pilot conducted in AY 2023-24 with six VET providers, and the first comparative cycle in AY 2024-25, which recorded an overall improvement in DU service quality from 68% to 73.8% across the seven functions, the current cycle introduces significant expansion in both scale and scope.

Against this backdrop, the purpose of this assignment is to support S4J in preparing clear, structured, and high-quality provider-level Institutional Assessment reports for 10 partner VET providers.

The reports shall present the results of the 2026 Institutional Assessment in a professional and user-friendly format. They should help each provider understand its performance across the assessed Development Unit functions, identify strengths and areas for improvement, and use the evidence for institutional planning, internal quality development, and service improvement.

The selected service provider shall be responsible for report writing only. The assignment does not include data collection, data cleaning, data analysis, or index calculation. S4J will provide the service provider with ready-to-use Institutional Assessment results and previous Institutional Assessment reports.

Scope of the assignment and tasks

The selected service provider shall prepare 10 provider-level Institutional Assessment reports, one report for each participating S4J partner school.

The service provider shall carry out the following tasks:

1) Review of available materials

The service provider shall review all materials provided by S4J, including:

- Institutional Assessment 2026 results in ready-to-use format;
- previous Institutional Assessment reports;
- reporting templates or formats, if available;
- S4J guidance on structure, terminology, and presentation of findings; Here the methodology: <https://skillsforjobs.al/wp-content/uploads/2024/10/Baseline-i-Treguesve-te-Cilesise-se-Njesise-se-Zhvillimit.pdf>

The review shall ensure that the reports are consistent with the Institutional Assessment methodology and previous reporting practice.

2) Familiarization with the Institutional Assessment framework

The service provider shall become familiar with the purpose, structure, and logic of the Institutional Assessment process, including the seven assessed Development Unit functions and the four target groups covered by the assessment. The service provider shall ensure that the report narrative accurately reflects the meaning of the indicators and avoids unsupported interpretation.

3) Preparation of provider-level reports

The service provider shall prepare 10 individual reports, one for each partner VET provider.

Each report should present the school-level Institutional Assessment findings in a clear and analytical manner. The final structure may be agreed with S4J before report drafting begins.

4) Comparative presentation of results

Where previous results are available and comparable, the reports shall include comparison with previous Institutional Assessment cycles. The comparative analysis should identify improvements, declines, or stable trends across functions and target groups.

5) Clear interpretation of findings

The reports should go beyond listing results. They should provide concise interpretation of what the results suggest for the provider's institutional development, Development Unit performance, service quality, and engagement with students, teachers, parents, and businesses. Interpretation must remain evidence-based and should not introduce claims that are not supported by the data provided.

6) Revision and finalization

The service provider shall submit draft reports to S4J for review. S4J will provide comments and feedback. The service provider shall revise the reports accordingly and submit final versions within the agreed deadline.

Deliverables

The service provider shall provide the following deliverables:

Core Task	Deliverable	Deadline
Preparation of Institutional Assessment Reports at provider level	10 Institutional Assessment Reports (one report per school)	September 30, 2026

LOT 2: Preparation of 12 Provider-Level Graduate Tracer Study Reports for the 2025 Graduate Cohort

Context of the assignment

Monitoring of labour market outcomes of graduates is carried out using 'tracer studies' that trace or follow students once they have left their education institution. A tracer study usually employs a quantitative approach using a standardized questionnaire survey. Topics can be manifold, but common topics include questions on the transition to work, work entrance, job career, use of learned competencies, current occupation and bonds to the education institution.

At the legislative level, Article 9/2 of the Law no. 15/2017 “On Vocational Education and Training in the Republic of Albania” institutionalizes graduates’ tracing at the national level and holds the National Agency of Employment and Skills (NAES) responsible for the carrying out of VET tracer studies. Additionally, pursuant to Article 15 of the law, Development Units in VET Schools are responsible for data collection at the provider level. Tracing at the national level is fundamental to reliably inform the responsible ministry and other central bodies about the labour market outcomes of the VET graduates to feed evidence-based policy-making and monitoring. However, **graduate tracing at the provider-level**, complements the tracing system at the national level and makes for a convenient tool of systematic students’ feedback providing thus, a basis to determining providers’ capability in preparing graduates that meet the demands of their future workplace. It represents a management tool for the planning and monitoring of curricula and for the enhancement of the marketability of vocational programs.

Since 2017, S4J has developed and piloted a provider-based tracer study methodology. The implementation has covered several graduate cohorts from S4J partner VET providers. The methodology follows a cross-sectional research design and applies a quantitative approach using a standardized questionnaire. Given the relatively small size of the graduate population at provider level, the tracer approach is based on a census rather than a sample survey.

Data collection is carried out through Kobo Toolbox using Computer-Assisted Self-Interviewing. The tracer phase is usually conducted approximately 12 months after graduation, allowing sufficient time for graduates to transition into employment, further education, or other labour market pathways.

Scope of the assignment and tasks

The purpose of this assignment is to support S4J in the analysis and reporting of provider-level tracer study results for partner VET providers.

The selected service provider shall prepare individual tracer study reports for each partner provider, based on the available tracer data, previous report formats, and methodological guidance provided by S4J. The reports shall present clear, accurate, and user-friendly findings on graduates’ labour market outcomes, while also considering gender dimensions and comparisons with previous tracer results where relevant and available.

The service provider is expected to carry out the following tasks:

1) Review of background materials

The service provider shall review all materials provided by S4J, including:

- tracer raw data;
- tracer results in Excel format;
- tracer questionnaire/instrument in Albanian;
- previous provider-level tracer reports;
- S4J guidance on report structure, terminology, indicators, and visual identity.

Here the previous publications: https://skillsforjobs.al/publications_tag/gjurmimi/

The service provider shall ensure that the reports are consistent with S4J's tracer methodology and previous reporting practices, while improving clarity, readability, and analytical quality where needed.

2)Data familiarization and consistency checks

The service provider shall become familiar with the tracer dataset and results tables and shall perform basic consistency checks before report drafting. This includes checking whether tables, charts, percentages, disaggregations, and totals are coherent and whether any inconsistencies or missing information need to be flagged to S4J.

3) Preparation of individual provider-level reports

The service provider shall prepare 12 individual tracer study reports, one for each partner provider, including Tregtare, Vlore; Pavaresia Vlora, Kolin Gjoka, Lezha; Hamdi Bushati, Shkodra; Elbasan Vocational School; Kristo Isak, Berat; Nazmi Rushiti, Dibra; Stiliano Bandilli, Berat; Technical Vocational School, Korca; Arben Broci, Shkodra; Gjergj Canco, Tirana; Technical Economic School Tirana.

Each report should present the main findings in a structured and analytical manner.

4) Comparative analysis with previous tracer results

Where previous tracer results are available and comparable, the service provider shall include comparative analysis with earlier cohorts. This may include comparison of employment rates, further education rates, unemployment, relevance of education to work, gender differences, or other key indicators. The service provider shall clearly indicate when comparisons are limited due to differences in data availability, methodology, cohort size, or indicator definitions.

5) Quality assurance and revisions

The service provider shall submit draft deliverables to S4J for review. S4J will provide comments and feedback. The service provider shall revise and finalize the reports and presentations based on the feedback received.

The final deliverables must be complete, accurate, professionally written, and ready for use by S4J and partner providers.

Deliverables

The service provider shall provide the following deliverables:

Core Task	Deliverable	Deadline
Preparation of 12 individual tracer reports	12 Institutional Tracer Reports (one report per school)	September 30, 2026

The consultant is expected to deliver the deliverable in Albanian.

3. APPLICATION

3.1 ELIGIBILITY CRITERIA

Applicants for either lot must:

- Be officially registered in the national business center;

3.2 DOCUMENTS TO BE SUBMITTED

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

1. Copy of NUIS certificate and Extract from NBC

2. Technical proposal

A separate technical proposal shall be submitted for each lot applied for. Each technical proposal shall include:

A separate technical proposal shall be submitted for each lot applied for.

The technical proposal shall describe how the applicant intends to support S4J in delivering the required services and shall be aligned with the tasks, deliverables, and requirements specified under the respective lot.

Each technical proposal shall include:

- 2.1. **Company profile**, including relevant experience in comparable assignments;
- 2.2. **Understanding of the assignment and proposed approach and methodology**, describing the applicant's understanding of the purpose, scope, tasks, and expected deliverables, and how the applicant will ensure the quality and timely delivery of the required outputs;
- 2.3. **Proposed team of experts**;

3. Financial proposal

Financial Proposal must be submitted in an excel format, with an electronic copy in USB. Lump Sums will not be accepted. Please provide a detailed description of items and prices per unit. Prices shall be provided in CHF.

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.

3.3 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 | 15% |
| ○ Understanding of the assignment & Approach and Methodology | 25% |
| ○ Proposed team of experts | 30% |
| • Financial Proposal: | 30% |

Only applications that meet eligibility and administrative requirements will proceed to the technical and financial evaluation.

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.

3.4 SUBMISSION INSTRUCTIONS

The deadline of submission is **12th of August, 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.

All applications will be submitted in hard-copy, sealed in a covering envelope, to the Swisscontact Albania office: Rr. Skënderbej, Vila 49, Tirane by the deadline above mentioned. The outside of the envelope must clearly note the Request for Proposal reference number and title: 26-10-S4J -Preparation of Provider-Level Institutional Assessment and Graduate Tracer Study Reports for S4J Partner Providers. All documents should be duly filled, signed and stamped.

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

3.5 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 al.info@swisscontact.org by *6th of August, EOB*. The deadline for submitting responses will be *7th of August, 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.