

Request for Proposal

Facilitate and Support the Development of 7 Dual VET Qualifications (AQF level 3, 4 or 5)

Location	Albania
Type of Contract	Service Contract (output-based)
Services Requested	Facilitate and Support the Development of 7 Dual VET Qualifications (AQF level 3, 4 or 5)
Reference number	26-13-S4J
Issue date of the call	27 August 2026
Procurement Process	Request for Proposals One step process - only full proposals will be considered
Number of potential successful offerors	One
Eligible applicants	Registered Albanian entities. Consortia are allowed.
Submission Deadline	17 September 2026, 15:00
Deadline for submitting questions & receiving answers	Questions can be sent at al.info@swisscontact.org by 8 September 2026 end of business hours (EoB). Answers will be provided by 9 September 2026, EoB .
Tentative starting date of service	25 September 2026
Estimated contract timeframe	25 September 2026 – 30 April 2027
Service provider(s) report to	Dual VET Component Manager
Package of Application	1. Registration to Albanian Authorities document /Company NUIS certificate (copy)/ Extract from NBC 2. Technical proposal 3. Financial proposal
Where to send applications	All offers will be submitted in hard copy, sealed in a cover envelope which MUST contain: <i>i)</i> name of the applicant; <i>ii)</i> title of the applied call (as per instruction provided in this documents), and <i>iii)</i> date of application, 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 (2026-2028), 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.

2. CONTEXT OF THE ASSIGNMENT/SERVICES REQUESTED

As part of its efforts to modernize vocational education and training (VET) in Albania, the Skills for Jobs (S4J) project places strong emphasis on the development of labor market-oriented qualifications. The Dual VET model, which integrates school-based education with structured work-based learning, has proven to be a particularly effective approach for improving employability and aligning training with industry needs.

The development and continuous updating of qualifications supporting the Dual VET model is led by the National Agency for Vocational Education, Training and Qualifications (NAVETQ) and the National Agency for Employment and Skills (NAES), with contributions from industry experts and, where applicable, Sectoral Skills Committees (so far SSCs have been established in the sectors of Tourism, ICT, Energy and Agriculture). The two agencies define strategic directions, approve qualification frameworks, and oversee validation and accreditation processes. S4J works in close partnership with both agencies, facilitating expert-led processes, such as ‘*Developing A Curriculum*’ (DACUM) workshops and drafting qualification documents in full alignment with national standards. To this end, the project has supported the development of 15 Dual VET qualifications so far.

The Government of Albania, namely the Ministry of Economy and Innovation (MEI), has upgraded its commitment and decided to speed up the expansion of the dual VET initiative in the country by extending in more regions, industries and levels of qualifications. To this end, S4J supported NAVETQ to undertake a round of consultations with industry representatives in January 2026. The results of the consultation rounds fed the development of 6 new qualifications with 4 frame-curricula being developed for Dual VET delivery ready for the Academic Year 2026-2027. Now NAVETQ wants to continue with another wave of

new qualifications to be developed and ready for implementation in the Academic Year 2027-2028. Based on the findings from the consultation round, the insights from SNAs in various sectors and inputs from SSCs, NAVETQ has decided to develop 7 new qualifications. Skills for Jobs project is supporting NAVETQ in this process and therefore launching this Request for Proposals (RfPs) to acquire the services of supporting NAVETQ in developing 7 new qualifications.

3. SCOPE OF WORK AND OBJECTIVES

The Skills for Jobs (S4J) project invites interested and qualified entities or consortia to submit proposals for the development of seven new qualifications in accordance with national standards and procedures applying the DACUM-based methodology. The services are to be delivered between **September 2026 and April 2027**, under a *Competitive National Tender*. This call is organized into a sole LOT. The service contract involves the coordination and facilitation of DACUM-based methodology and the drafting of the required documentation—including *i)* professional standards and *ii)* qualification standards as defined by NAVETQ. The agency will use these documents to continue further the process of developing, when applicable, frame curricula – to be available for the academic year 2027-2028.

The successful bidder is expected to carry out in full the works for the development of both the professional and qualification standards for all seven qualifications listed below. The main stages of the whole process are as follows:

1. Development of the Professional Standards
2. Development of the Qualification Standards

The works for the second stage will only start, if and when the first stage is completed, and the working groups have clearly recommended to continue with the next stage (from the Professional Standard to the Qualification Standard). If the experts' group suggests there is no reason to continue with the upcoming stage(s) Swisscontact will discontinue the service contract, with no prejudice, for the respective output.

Outputs	Qualification	Stages Involved
Output 1	Leatherwork (<i>alb. galanteri</i>) (initial VET, AQF Level 3 or 4, to be defined in the process)	Professional Standards (<i>est. 7 experts + 5 for the validation</i>) Qualification Standards (<i>est. 6 experts + 5 for the validation</i>)
Output 2	Gastronomy (<i>alb. kuzhinë profesionale</i>) (initial VET, AQF Level 3 or 4, to be defined in the process)	Professional Standards (<i>est. 7 experts + 5 for the validation</i>) Qualification Standards (<i>est. 6 experts + 5 for the validation</i>)
Output 3	Autobody (<i>alb. karroceri</i>) (initial VET, AQF Level 3 or 4, to be defined in the process)	Professional Standards (<i>est. 7 experts + 5 for the validation</i>) Qualification Standards (<i>est. 6 experts + 5 for the validation</i>)
Output 4	Food Processing: Vegetables and Fruits (<i>alb. përpunim fruta-perime</i>) (initial VET, AQF Level 3 or 4, to be defined in the process)	Professional Standards (<i>est. 7 experts + 5 for the validation</i>) Qualification Standards (<i>est. 6 experts + 5 for the validation</i>)
Output 5	Food Processing: Beverages (<i>alb. pije</i>) (initial VET, AQF Level 3 or 4, to be defined in the process)	Professional Standards (<i>est. 7 experts + 5 for the validation</i>) Qualification Standards (<i>est. 6 experts + 5 for the validation</i>)
Output 6	Water Treatment (<i>alb. Trajtimi i ujrave</i>)	Professional Standards (<i>est. 7 experts + 5 for the validation</i>)

	Continuous VET - AQF Level 5	Qualification Standards (est. 6 experts + 5 for the validation)
Output 7	Mechanics (alb. mekanikë) (initial VET, AQF Level 3 or 4, to be defined in the process)	Professional Standards (est. 7 experts + 5 for the validation) Qualification Standards (est. 6 experts + 5 for the validation)

Each stage includes a validation workshop with industry representatives and approval by the relevant institutional bodies. Each qualification is treated as a stand-alone process, as indicated in the table above.

Technical Working Groups

Each stage should be carried out by the service provider by engaging a Technical Working Group as defined in the DACUM Methodology in a series of face-to-face workshops. We suggest the applicants to consider the following when proposing the composition of the groups for each stage:

- 1 Moderator
- 1 Note keeper
- Content/Industry experts from the occupational field
- Teachers/instructors

For each stage a Validation and Approval Group is required and is meant to provide input on relevance and quality of each of the developed documents.

Key Responsibilities of the Contractor

Each stage under the assigned outputs will include the following tasks:

- **Coordination with NAVETQ and S4J**
The service provider will maintain continuous communication with NAVETQ and S4J to ensure alignment with technical requirements and project objectives. This includes kick-off meetings, joint planning, and regular progress updates.
- **Planning and Delivery of Workshops**
The contractor will lead the organization and facilitation of DACUM-based workshops for each stage of the process. This includes:
 - Identification and mobilization of senior industry experts
 - Development of workshop agendas, tools, and materials
 - Full logistical coordination, including venue, equipment, and participant management
 - Documentation of each workshop and its outcomes
- **Coordinating the Drafting of Qualification Documents**
Based on workshop inputs and national standards, the contractor will oversee the drafting of:
 - Professional Standard (all 7 standards)
 - Qualification Standards (potentially all 7 qualifications)

All drafts must follow NAVETQ-approved templates and formats.

- **Validation Process**
In collaboration with NAVETQ and S4J, the contractor will coordinate the validation of all qualification documents through sector expert review and institutional workshops. The contractor will manage the integration of feedback, justify methodological choices, and ensure final versions are ready for submission.

Timeline

All activities must be implemented between **September 2026 and April 2027**. The final validated documents

must be submitted by **April 30, 2027**, the latest. A detailed timeline—including milestones, workshop dates, and submission deadlines—will be agreed upon during the contract negotiation and initiation phase.

Tasks

The selected contractor(s) will be responsible for the overall implementation of the processes for developing professional and qualification standards based on DACUM Methodology. In particular, the contractor(s) are expected to include the following in their proposal(s):

- **Identify and engage highly qualified experts** as per the different roles stipulated in the DACUM Methodology for the qualification development.
- **Guarantee timely participation** of the selected experts in the work processes envisaged for the development of the qualifications.
- **Coordinate** the work process and respective activities to ensure timely delivery of high-quality documents resulting from a participatory process for the new qualifications fully compliant to DACUM methodology.
- **Documentation and Reporting** on the outcomes of the workshops and other related activities to feed the development of the qualifications as well as for review and documentation purposes for S4J.

Deliverables

For the contract, the deliverables and the respective payments will be related to the stages of qualification development (Professional Standard and Qualification Standard). Upon delivery of the final documents of the professional standards (7) Swisscontact will pay 50% of the volume of the contract (there can be an interim payment, subject of negotiation during contract signature). The remaining amount is payable upon delivery of the final documents of the qualification standards (up to 7), respectively, accompanied by a progress report.

4. ELIGIBILITY CRITERIA

The applicants shall:

- be a registered Albanian entity. Consortia are permitted, provided that every member of the consortium is a registered Albanian entity. Where a consortium applies, one member must be designated as the lead entity, assuming full contractual and financial responsibility for the assignment, and all members must be named in the application together with a signed consortium agreement or letter of intent.

5. DOCUMENTS TO BE SUBMITTED

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

- 1. Copy of registration document/NUIS certificate/Extract from NBC**
- 2. Technical proposal** - Applicants must submit a technical proposal that fully responds to the specifications outlined under the Scope of Work and Tasks sections of this document. Technical proposals must include the following:
 - 2.1. Entity profile** - A summary of relevant experience of the applying entity (or entities in the case of consortium), including previous similar assignments in the VET or curriculum development field;
 - 2.2. CVs of experts** - Individual CVs of the proposed experts who have been contacted and agreed to engage in this assignment, highlighting their qualifications, professional background, and

previous experience relevant to the development of professional or qualification standards and/or curricula;

2.3. *Approach and Methodology* - A narrative description outlining the approach and plan for supporting the implementation of the development and/or updating of the qualifications. This should clearly show how the applicant intends to organize and facilitate each process in line with DACUM methodology and NAVETQ requirements

2.4. *Workplan and milestones*, describing the implementation of the tasks listed above.

3. Financial proposal

Financial Proposal must be disaggregated by tasks and itemized per qualification (7) and per standard (2). Lump Sums will not be accepted. Please submit the financial proposal in an excel format. Prices shall be provided CHF and the total amount shall comprise VAT if applicable.

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.

6. 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%**
 - Entity Profile 5%
 - CV of proposed experts 40%
 - Approach and Methodology 20%
 - Workplan and milestones 5%
- **Financial Proposal:** **30%**

The financial proposal will only be considered for review in the cases when the respective applicant has received at least 70% of the points designated to the technical proposal. Those applications not receiving this threshold will not be further considered.

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.

7. SUBMISSION INSTRUCTION:

The deadline of submission is **17 September 2026, 15:00**. 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. Skenderbej, Vila 49, Tirane by the deadline above mentioned. The outside of the envelope must clearly note the Request for Proposal reference number, date of handover and title: 26-13-S4J - Facilitate and Support the Development of 7 Dual VET Qualifications (AQF level 3, 4 or 5). All documents should be duly filled and signed.

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

8. 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 *8 September 2026, EOB*. The deadline for submitting responses will be *9 September 2026, EOB*. Responses to requests for clarification by one bidder must be shared on the website of the project.

9. GENERAL TERMS AND CONDITIONS:

9.1 Validity of Proposals Proposals must remain valid and open for acceptance for a period of 90 (ninety) days from the submission deadline. Swisscontact may request an extension of this validity period; applicants may accept or decline such a request.

9.2 Intellectual Property All professional standards, qualification standards, and any related documentation, tools, or materials developed under this assignment shall become the property of NAVETQ and/or the Government of Albania upon final delivery and acceptance. The contractor retains no proprietary rights over the final outputs but may reference the assignment in its own institutional experience record, subject to Swisscontact's prior written consent regarding the use of any confidential content.

9.3 Confidentiality The contractor, its personnel, and any engaged experts shall treat all non-public information obtained in the course of this assignment — including draft standards, workshop discussions, and NAVETQ/S4J internal communications — as confidential, both during the assignment and after its completion, and shall not disclose such information to third parties without prior written authorization from Swisscontact.

9.4 Performance Assurance Swisscontact does not require a financial performance guarantee for this assignment. Satisfactory performance is instead secured through the milestone-based payment structure described in Section 3 and Swisscontact's right, at its discretion, to withhold or adjust payment where deliverables do not meet the required quality standard, or to discontinue the contract for a given output as described in Section 3.