

Request for Proposals

for designing labor market oriented short term vocational training courses for youngsters

Location	Home-based, Tirana, Vlora and/ or Berat regions, Albania
Type of Contract	Service Contract (output-based)
Services Requested	<ol style="list-style-type: none"> 1. Design short term Training Curricula on modular basis 2. Develop Training material/content – preferably to include Multimedia Content 3. Delivery of Training of Trainers (ToT), based on New Ways of Learning approach.
Procurement Process	Request for Proposals One step process - only full proposals will be considered
Number of Lots	<p>5 Lots: Curricula and training material development, delivery of ToT in Vlora and/or Lezha and/ or Berat, delivery of training on</p> <p>LOT 1: IT/programming/digital marketing/social media or related competencies</p> <p>LOT 2: Services in the tourism industry (priority given to tourism guides, travel agent,) or related competencies</p> <p>LOT 3: Hospitality related services (priority on reception, cleaning)</p> <p>LOT 4: Construction sector (priority on lift servicing)</p> <p>LOT 5: Textile Sector (focus on high value chain segments/process)</p> <p>One entity can apply for maximum two courses should it have the capacities to deliver the required services.</p>
Number of potential successful offerors	Multiple
Eligible applicants	Companies, non-for-profits engaged in skills development in selected sector relevant to this RFPs licensed to provide training by MoSWY. Priority given to companies that are leader in the industry or are cooperating with industry leaders.
Deadline for submitting full proposals	30 September 2017, 11:00 The deadline for applications may be extended, if no solid applications are delivered.
Deadline for submitting questions	September 15, 2017 at: al.info@swisscontact.org
Tentative starting date	November 1, 2017
Estimated timeframe for delivering services	November 2017- February 2018 <i>(depending on the length of the course)</i>



Service providers report to	Project Manager
Where to send applications	All offers will be received in hard-copy, sealed in a covering envelope, addressed as per this RfP notice, lodged either via the postal system or courier service, or delivered directly to the Swisscontact office: Rr. Skenderbej 6/1/1 P.O. Box 2891 Tiranë, and must containing an additional soft-copy in a USB memory stick/ CD/DVD of the Technical Proposal and CVs of staff.

Background

Skills for Jobs (S4J) project is implemented by Swisscontact. The project commenced in October 2015 and will run until February 2019. It addresses the main challenges of the Albanian vocational skills development system: quality and status, financing, labour market orientation and private sector involvement. The project interventions build on the 20 years of Swisscontact's experience in Vocational Skills Development (VSD) in Albania and are divided in three components:

- 1- Improvement of the quality of formal and non-formal VSD in selected sectors, benefiting the private sector and increasing accessibility to women and youth
- 2- Multi-functional Centres establishing sustainable and innovative relations with the private sector functionality at the provider level of inclusive labour market insertion facilities and instruments
- 3- Functionality at the provider level of inclusive labour market insertion facilities and instruments main challenges of the Albanian vocational skills development system: quality and status, financing, labour market orientation and private sector involvement.

Component 1: Quality formal VET and new ways of inclusive learning

Under the first area of intervention, the project facilitates development of labour market oriented and gender-sensitized formal vocational education in Hospitality and Tourism, Construction, Textile and ICT in VET partner providers. These offers will be delivered based on a blended learning approach that makes use of new technology, contributing to the attractiveness of VET offers and make them more accessible at the same time, also for special needs groups. Factors such as location, time, gender, age or other limiting factors for making best use of the training system are less significant for training success. The longer-term intention is that such training offers support young women and men in finding decent jobs, and in supporting Albania in becoming a modern and smart economy. New concepts of delivering teaching will be streamlined through this intervention line by capacitating teachers and institutions in developing individualized and inclusive learning plans, applying student centered techniques, integrating innovative schemes of practical learning and exposure to the world of work, deconceptualizing learning outcomes and learning materials, as well as designing effective assessment tools.

Component 2: Innovative employer relations and school management

Under the second area of intervention, the project, being market-oriented, aims to support VET providers in cooperating with the private sector in view of strengthening the employer's role in designing and delivering quality formal and non-formal VET. This component focuses on the institutional development of the selected providers turning them into Schools of Excellence serving as multi-functional providers at regional level. Management Information System will be introduced at partner VET providers and a supporting IT platform will be developed for this purpose.

The project supports both the VTC in Vlora and four vocational schools ('Industriale' Vlora, 'Tregtare' Vlora, 'Kristo Isak' Berat and 'Kolin Gjoka' Lezha) become Multi-Functional Centres (MFC)¹. In some cases, this means a merger between different institutions (e.g. in Vlora the three institutions will merge) while in some other cases it means an extension of services to be provided (e.g. Lezha school will also offer short courses).

Component 3: Labour Market Insertion and non-formal training

Under the third area of intervention, the project facilitates development of innovative labour market insertion facilities and instruments at VET providers, namely career centres, gradual development schemes and personalized development plans. Women and men and special needs groups attending trainings at VET providers (non-formal VET / short-term courses) will benefit from early interventions for assuring their successful integration into the labour market. ICT solutions such as on purpose designed platforms, apps etc., will be introduced to support labor market insertion activities and a variety of short term courses such as MOOCs or e-learning platforms. The VET providers will be capacitated to offer targeted coaching, and they will offer easy-to use guiding instruments to their students for developing their competencies and for successfully making their pathway to jobs. Also, VSD providers will be capacitated to offer highly relevant non-formal training offers in close cooperation with local businesses and National Employment Service offices. They will follow-up on their results and continuously adapt and improve their offers and services.

Context

Skills for Jobs project supports the Vocational Training Centre (VTC) in Vlora and the vocational schools (supporting them towards becoming MFCs) to develop a non-formal training offer that is designed and updated based on regular consultation with and **preferably by the private sector companies** operating in the territory they serve. With the goal of diversifying and contextualizing the non-formal offer to the labour market needs, S4J project supports the VSD providers to revise curricula of existing short term courses and facilitate the design of new courses that are not currently offered by the VTC or its homologues centres (10) in Albania. Not only VTCs but also vocational schools can benefit from an updated short term courses offer, first by widening the list of elective practical modules foreseen in the existing frame curricula, and second by providing these courses themselves (once the sublegal acts of the new VET law are issued).

Private sector companies licensed as training providers **or** non-for-profit organisations that have strong links with skills development in a given industry they operate in, are invited to design short (or very short) courses

¹ MFCs are being currently tested by an EU-funded project in Elbasan. With the approval of the new VET law (February 16, 2017) the model will be replicated with different institutions, including the 4 providers supported by S4J project.

in modular base curricula and complementary training materials, that can respond to the labour market needs for skilled employees. ToT should be part of the deliverables to increase capacities at local level for provision of training based on new ways of learning and based on the needs of the labour market.

Scope of work

The courses will serve to a variety of audiences, being young people currently neither in employment nor education (NEETs), people who are currently working and need to update their skills to stay in the labour market and/or earn a better salary/generate more incomes, or students in (secondary) vocational education. Given this, a variety of learning outcomes levels should be foreseen in the course curricula. It is expected that the courses curriculum follows a modular format and therefore some of the modules may be integrated in the vocational education curricula, starting from the schools in the selected regions where S4J operates with the possibility to replicate in a national scale. Skills for Jobs plans that ToT are delivered for an audience of teachers and instructors in VET, university students/graduates, final year students in VET and other people qualified to be an instructor in Albanian VET system. In general, we are looking for ToT courses that are offered to 15-20 people.

The courses should follow the design process and curricula format acknowledged by respective national authorities in Albania. S4J will only select offers envisaging that the intellectual property of the curricula and training material is **shared** (not an exclusive right) with the 5 public VSD providers the project supports, allowing them to 'resell' the courses for their target groups. In a specific part of the training curriculum, shall be identified, the infrastructure conditions and necessary equipment and tools for the course delivery.

Learning materials developed by the companies should be up-to – date , follow the instructional design principles and contain as much as possible multimedia content. All authors' rights should be respected and the training content shall be made available for VSD providers use.

The courses should be designed and ToT should be delivered following new ways of learning principles. IT based tools and instruments shall be used as much as possible. S4J is running a Moodle virtual learning platform which can eventually be used for this purpose as well. Proven blended learning models (e.g. flipped classroom) and methods (e.g. project based learning), are strongly encouraged in this proposal.

The vocational school and the VTC have committed to make available and share their facilities (venue and equipment) for the delivery of the courses proposed by the tenderers and cover for the ToT costs (e.g. electricity, amortization costs etc.) Financial proposals shall be developed based on this recognition. Skills for Jobs, the Vocational Training Centre in Vlora and the respective Vocational Schools benefiting from the intervention will act as facilitators for identifying potential trainers (for the ToT).

Company profile:

Swisscontact is looking for the following entities to put forward a technical and financial offer:

- Private companies (entities, not physical persons)
- Non-for-profit organization - specialized in a given sector and with proven records of cooperation with private sector for skills development

Entities should comply with the following **criteria**:

- Registered in the National Business Registration Centre
- Valid Vocational Training Provider license issued from MoSWY (for the proposed course/s)
- Available master trainers (for ToT) with a minimum of 5 years of experience in industry and minimum of 2 years in delivering training.

We are looking for entities that:

- have a very good market knowledge of demand and further growing skills in Albania
- provide training needs analysis in their proposal demonstrating why the company had chosen and designed a particular course
- have previous experience in creating, developing and delivering labour market driven short-term courses with high impact on Youth Employability **Application Package**
- are able to deliver ToT following new ways of learning methodology.

Applicants are requested to present the following:

Technical Proposal

1. Declaration based on evidence proving the applicants' knowledge on actual and future labour market skills needs and their capacities in designing and delivering short term courses.
2. Short description of the course including title, main topics and approximate length expressed in training hours and divided in theory (classroom) and practice (lab or company)
3. A rationale (based on evidence and references) describing how this course addressed the skills needs in the proposed region;
4. Methodology on developing the course curricula and Training Materials
4. Methodology and time-frame for delivering the ToT, based on new ways of learning. Applicants are required to be as creative and argue the choices made.
5. Describe the Equipment/tools needed for delivering the ToT course and what you can provide
6. CV of the staff involved, instructional designers, sector experts & professionals and master trainer(s) who will deliver the training(s)

Selection Criteria:

- Technical Proposal
- Financial Proposal
- Deliverables.

Financial Proposal to include:

1. Overall costs
2. Operational costs
3. Training materials costs
4. Trainers' fee.

Supporting Documents (eligibility criteria)

1. Short description of the entity and portfolio of activities/services related to the sector
2. Copy of the NUIS (NIPT)
3. Copy of the License from the authorities to provide vocational training.

