

Award by Invitation

Facilitate and Support the Development of 3 Dual VET Frame Curricula (AQF Levels III–IV)

Skills for Jobs (S4J) Project – Swisscontact Albania

Location	Albania
Type of Contract	Service Contract (output-based)
Services Requested	Facilitate and Support the Development of 3 Dual VET Frame Curricula (AQF Levels III–IV)
Reference Number	26-09-S4J
Issue Date of the Call	16 June 2026
Procurement Process	Open Request for Proposals (Competitive) 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	1 July 2026, 16:00
Deadline for Questions & Answers	Questions: al.info@swisscontact.org by 25 June 2026, end of business hours. Answers will be provided by 26 June 2026, end of business hours.
Tentative Start Date	8 July 2026
Estimated Contract Timeframe	8 July 2026 – 15 October 2026
Service Provider Reports to	Dual VET Component Manager/Project Manager
Package of Application	<ul style="list-style-type: none"> • Registration document / NUIS certificate / Extract from NBC (copy) • Technical Proposal • Financial Proposal
Where to Send Applications	All offers must be submitted in hard copy, sealed in a covering envelope clearly indicating: (i) name of the applicant; (ii) title and reference number of this call. Swisscontact Albania, Rr. Skenderbej, Vila 49, Tirana, Albania

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 mandated by the Swiss Agency for Development and Cooperation (SDC) and 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 the promotion of employment opportunities and skills development.

The overarching goal of S4J is to contribute to an improved and inclusive Albanian Vocational Education and Training (VET) system and to 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 digitalisation 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 alignment with labour market needs.

The project is in its third phase, S4J 3, which started in July 2023 and will last until March 2028. 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 and processes previously promoted in the project's earlier phases, expanding their reach to other VET providers and companies through capacitated and empowered transfer agents.

To achieve its objectives, the project operates through three primary areas of intervention:

- **Component 1: Access to Quality VET Offer** – Strengthening VET providers by promoting modernisation of VET, integrating digital solutions, improving planning and internal quality development processes, strengthening development units, and designing models for continuous professional development of VET staff.
- **Component 2: Private Sector Engagement in VET** – Consolidating and improving private sector participation in the governance, design, and delivery of VET programmes in partnership with VET providers; strengthening cooperation between VET providers and companies; and building capacities for quality apprenticeships and work-based learning.
- **Component 3: Dual VET** – Establishing a Dual VET system in Albania, supporting the Dual VET initiative launched by the Government of Albania in 2024. S4J assists the Albanian government in implementing this initiative through developing a comprehensive regulatory framework, supporting the development of Dual VET qualifications, and collaborating with private sector partners to deliver these programmes.

2. Context of the Assignment

As part of its efforts to modernise vocational education and training in Albania, the S4J project places strong emphasis on the development of labour market-oriented qualifications under the Dual VET model. The development and continuous updating of qualifications 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. S4J works in close partnership with these agencies, facilitating expert-led processes and drafting qualification documents in full alignment with national standards.

In January 2026, the Ministry of Economy and Innovation and NAVETQ conducted a round of sector consultations to identify new qualifications for the Dual VET system. At the conclusion of these consultations, NAVETQ requested S4J support for the development of six new Dual VET qualifications at AQF Levels III and IV. In response, Swisscontact launched a competitive procurement process (Ref. 26-05-S4J), resulting in the contracting of a service provider to facilitate the development of occupational standards and qualification standards of the respective qualifications, following two sequential stages:

- **Stage 1:** Development of the Occupational Standard
- **Stage 2:** Development of the Qualification Standard

Each stage involved facilitated workshops, drafting, stakeholder validation, and approval by NAVETQ and relevant institutional bodies.

In April 2026, Swisscontact launched a first call (Ref. 26-06-S4J) for the development of frame curricula for the three qualifications whose occupational and qualification standards were envisaged to be completed by mid-May 2026 aiming to finalise the respective frame curricula by mid-July, just in time for them to be implemented by schools in the academic year 2026-2027.

As the remaining three occupational standards are due to be completed by end of June 2026, Swisscontact is launching this call covering the development of frame curricula for the remaining three qualifications. We expect these frame curricula to be completed by mid-October 2026 to be available for schools to implement them in the upcoming academic year 2027-2028.

3. Scope of Work and Objectives

The Skills for Jobs (S4J) project invites interested and qualified entities or consortia to submit proposals for facilitating and supporting the development of three (3) Dual VET frame curricula, in accordance with national standards and procedures, as defined by NAVETQ. The services are to be delivered between 8 July 2026 and 15 October 2026, under an open, competitive Request for Proposals procurement process. This call is organised as a sole LOT.

The service contract involves the coordination and facilitation of the curriculum development process and the drafting of three (3) frame curricula following NAVETQ's approved templates and methodological guidelines. The resulting curricula will be submitted to NAVETQ for approval and will be used by Dual VET providers to deliver programmes for the 2026–2027 academic year.

Each frame curriculum must address the following key elements, in conformity with NAVETQ requirements:

- Learning modules and units of learning outcomes, derived directly from the validated qualification standards;
- Learning outcomes per module, structured according to the Albanian Qualifications Framework (knowledge, skills, autonomy and responsibility);
- Distribution of training hours between school-based learning and work-based learning (WBL), consistent with the Dual VET model;
- Assessment methods and performance indicators per module;
- Recommended teaching and training methods;
- Required equipment, tools, and resources;
- References to occupational health, safety, and professional ethics.

Qualification Assignments

Two of the qualifications covered under this call are at AQF Level III, and one is at AQF Level IV. Each qualification is treated as a stand-alone process for curriculum development.

Output	Qualification	AQF Level	Deliverable
Output 1	Repair and Maintenance of Motor Vehicles	Level III	Frame Curriculum
Output 2	Repair and Maintenance of Electric and Hybrid Vehicles	Level IV	Frame Curriculum
Output 3	Hydraulic Technician for Water Supply and Sewerage	Level III	Frame Curriculum

Technical Working Groups

For each qualification, the service provider shall establish a Technical Working Group (TWG) responsible for the curriculum development process. Swisscontact suggests the following composition for each working group:

- 1 Curriculum Coordinator/Facilitator with experience in VET curriculum design and knowledge of the NAVETQ qualification framework;
- 1 Note-Keeper responsible for documentation of workshop proceedings and outputs;
- 2–3 Industry/Occupation Experts drawn from companies active in the relevant sector, with hands-on experience of the occupation;
- 3–4 VET Teachers or Trainers with teaching experience in the relevant occupational field, to ensure pedagogical alignment.

In addition, for each qualification, a Validation Group of at least 5 stakeholders must be convened to review the draft curriculum. This group shall include representatives of relevant companies, sectoral associations, VET providers, and institutional bodies (NAVETQ, NAES where applicable).

The service provider is responsible for identifying, contacting, and securing the participation of all experts. All experts proposed must have confirmed availability for the relevant workshops and activities prior to submission of the proposal.

Key Responsibilities of the Contractor

Coordination with NAVETQ, NAES, and S4J

The service provider shall maintain continuous communication with NAVETQ, NAES, and S4J to ensure full alignment with national standards, institutional requirements, and project objectives. This includes kick-off meetings, joint planning, and regular progress updates throughout implementation.

Review of Qualification Standards

Before commencing curriculum design workshops, the contractor shall conduct a thorough review of the validated Occupational Standards and Qualification Standards for all three qualifications, ensuring that all curriculum content is firmly grounded in the approved qualification documents.

Planning and Delivery of Curriculum Development Workshops

The contractor will lead the organisation and facilitation of curriculum development workshops for each qualification. This includes:

- Identification and mobilisation of qualified industry experts, VET teachers, and other working group members;
- Development of workshop agendas, tools, and materials;
- Full logistical coordination, including venue, equipment, and participant management;
- Documentation of each workshop and its outcomes.

Drafting of Frame Curricula

Based on workshop inputs and the validated qualification standards, the contractor will oversee and manage the drafting of the three frame curricula. All drafts must strictly follow NAVETQ-approved templates and formatting requirements and must be reviewed against the qualification standards before submission for validation.

Validation Process

In collaboration with NAVETQ and S4J, the contractor shall coordinate the validation of each draft curriculum through stakeholder review and validation workshops. The contractor will manage the integration of feedback received, justify any methodological choices, and ensure that the final versions are ready for submission to NAVETQ for formal approval.

Reporting

The contractor shall provide an inception report at the outset of the assignment, a narrative progress report alongside the draft curricula, and a comprehensive final report upon completion of the assignment, documenting the process, key decisions, feedback received, and outcomes.

Timeline

All activities must be implemented between 8 July 2026 and 15 October 2026. Curriculum development workshops must commence no later than **15 July 2026**. The final validated curricula, ready for submission to NAVETQ, must be delivered by **15 October 2026**. A detailed implementation timeline – including milestones, workshop dates, and submission deadlines – will be agreed upon with Swisscontact and NAVETQ during the contract initiation phase.

The Qualification Standards for the three qualifications covered under this call will have been delivered to Swisscontact before the start of the contract, providing the contractor with all prerequisite documents from the commencement of the assignment.

Applicants should note that the implementation period includes the summer holiday season. The workplan and expert mobilisation strategy presented in the technical proposal must demonstrate how confirmed expert availability will be secured throughout this period.

Phase	Key Activities	Indicative Duration
Preparatory Stage	Expert confirmation; TWG establishment; coordination with NAVETQ/NAES; review of qualification standards; preparation of templates and workshop materials	1 week (8–14 July 2026)
Curriculum Development Workshops	Facilitated workshops for each qualification, commencing no later than 15 July 2026; consolidation of outputs; drafting of frame curricula (3); internal review and quality check	8–9 weeks (15 July – mid-September 2026)
Validation Stage	Validation workshops (3); integration of feedback; finalisation of curricula	2 weeks (late September – early October 2026)
Closing Stage	Final revisions; preparation for NAVETQ submission; final reporting	By 15 October 2026

Tasks

The selected contractor will be responsible for the overall implementation of the frame curriculum development processes for all three qualifications. In particular, the contractor is expected to:

- Identify and engage highly qualified experts per the roles stipulated above for the curriculum development working groups;
- Guarantee timely participation of the selected experts in all workshop activities;

- Review the validated qualification standards for all three qualifications prior to commencing workshop activities;
- Coordinate the work process and respective activities to ensure timely delivery of high-quality frame curriculum documents, resulting from a participatory process, and fully compliant with NAVETQ templates and guidelines;
- Facilitate and document all curriculum development workshops and working group sessions;
- Oversee the drafting and internal quality review of all three curricula;
- Coordinate and document the validation process for each curriculum, integrating stakeholder feedback into the final versions;
- Ensure all deliverables follow NAVETQ-approved templates and formatting requirements, and are ready for institutional approval;
- Provide documentation and reporting on the outcomes of workshops and other related activities for the purposes of S4J project records and accountability.

Deliverables

Payments under this contract will be linked to the delivery and acceptance of the following outputs, organised in three instalments:

No.	Deliverable	Deadline	Payment Instalment
1	Inception Report, including: <ul style="list-style-type: none"> • Final list of experts engaged (all three TWGs) • Agreed calendar of workshops • Final workplan 	14 July 2026	30% of contract value
2	Upon completion of the final curriculum development workshop: <ul style="list-style-type: none"> • Narrative Progress Report, documenting all curriculum development workshops • Draft Frame Curricula (3) – one per qualification 	19 September 2026	40% of contract value
3	Upon completion of the validation workshops: <ul style="list-style-type: none"> • Final validated Frame Curricula (3) – ready for NAVETQ submission • Final Report 	15 October 2026	30% of contract value

Payment of each instalment is conditional on Swisscontact's acceptance of the respective deliverable(s). The final validated curricula must incorporate all feedback received during the validation process and must conform to NAVETQ-approved templates and formatting standards.

4. Eligibility Criteria

Applicants shall be a registered Albanian entity. Consortia of two or more registered Albanian entities are also eligible to apply. In the case of a consortium, the above eligibility criteria apply to all consortium members. The application must clearly identify a lead entity responsible for all contractual and communication obligations with Swisscontact.

Note: Swisscontact will screen all applicants against applicable international sanctions lists as part of the evaluation process.

5. Documents to be Submitted

The interested entities shall submit a complete application file containing the following:

1. Administrative Documents

- Copy of the entity's registration document, NUIS certificate, and/or extract from the National Business Centre (NBC).
- In case of a consortium: the above documents for each consortium member.

2. Technical Proposal

Applicants must submit a technical proposal that fully responds to the specifications outlined in the Scope of Work and Tasks sections of this document. Technical proposals must include:

- **Entity Profile:** A concise summary of the relevant experience of the applying entity (or consortium), including previous similar assignments in the VET system, curriculum development, or closely related fields. References to comparable completed assignments are encouraged.
- **CVs of Proposed Experts:** Individual CVs of the experts who have confirmed availability to engage in this assignment, highlighting their qualifications, professional background, and specific experience in curriculum design, VET qualification development, or occupational expertise in the relevant sectors.
- **Approach and Methodology:** A narrative description of the proposed approach for developing the three frame curricula, including how the contractor intends to organise and facilitate the working group process, ensure alignment with NAVETQ templates and qualification standards, manage stakeholder validation, and maintain quality across all three outputs.
- **Workplan and Milestones:** A detailed workplan describing the sequence and timing of all key activities, aligned with the contract period (8 July – 15 October 2026) and the deliverable deadlines specified in this document, including measures to secure expert availability during the summer holiday period.

3. Financial Proposal

The financial proposal must be itemised per qualification (3) and per activity/task. Lump-sum proposals will not be accepted and 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. Applications that are incomplete may be automatically disqualified without a request for clarification or completion.

6. Evaluation Process

An evaluation panel consisting of no fewer than 3 (three) members will evaluate applications according to the following criteria:

Evaluation Criterion	Weight
TECHNICAL PROPOSAL	70%
Entity Profile (experience and track record in curriculum/VET-related assignments)	5%
CVs of Proposed Experts (qualifications, curriculum design expertise, sector knowledge, and experience with VET qualification or curriculum development)	40%
Approach and Methodology (clarity, rigour, alignment with NAVETQ procedures, and feasibility of the proposed curriculum development approach)	20%
Workplan and Milestones (realism, sequencing, and alignment with the contract period and deliverable deadlines)	5%
FINANCIAL PROPOSAL	30%
TOTAL	100%

The financial proposal will only be considered for evaluation in cases where the applicant has received **at least 70%** of the points allocated to the technical proposal. Applications that do not meet this threshold will not be further considered.

Swisscontact reserves the right to cancel a bidding process, and to accept or reject applications without providing reasons to the applicants. It also reserves the right to request clarifications from one or more applicants regarding their submission.

7. Submission Instructions

The deadline for submission is **1 July 2026, 16:00**. Applications received after this deadline may be disqualified and not considered for further evaluation.

All applications shall be submitted in hard copy, sealed in a covering envelope addressed to Swisscontact Albania. The outside of the envelope must clearly indicate:

- Name of the applicant;
- Title and reference number of the call: **26-09-S4J – Facilitate and Support the Development of 3 Dual VET Frame Curricula (AQF Levels III–IV)**.

Applications shall be delivered to:

Swisscontact Albania – Skills for Jobs Project

Rr. Skenderbej, Vila 49, Tirana, Albania

All documents must be duly filled, signed, and stamped where applicable. Applications missing required documentation may be automatically disqualified.

8. Communication with Bidders

Any communication between Swisscontact Albania and the bidders that might compromise the transparency and fairness of the procurement process must be avoided. All communication must be documented in writing.

Interested applicants may submit questions in writing to al.info@swisscontact.org by **25 June 2026**, end of business hours. Responses will be provided by **26 June 2026**, end of business hours. Responses to questions submitted by one bidder will be shared with all interested bidders through publication on the Swisscontact Albania website.

Swisscontact Albania will not respond to questions submitted after the stated deadline.

Annex: Summary of Qualifications Covered Under This Call

Output	Qualification	AQF Level	Status of Preceding Stages at Time of Call
Output 1	Repair and Maintenance of Motor Vehicles	Level III	Occupational Standard: validated. Qualification Standard: finalised and submitted to Swisscontact (June 2026).
Output 2	Repair and Maintenance of Electric and Hybrid Vehicles	Level IV	Occupational Standard: validated. Qualification Standard: finalised and submitted to Swisscontact (June 2026).
Output 3	Hydraulic Technician for Water Supply and Sewerage	Level III	Occupational Standard: validated. Qualification Standard: finalised and submitted to Swisscontact (June 2026).

All three Qualification Standards will be available to the selected contractor from the commencement of this contract.