

Request for Proposal

Facilitating and Supporting Quality Dual VET Implementation in Albania: Enhancing Student Engagement and Strengthening School-Business Collaboration

Location	Albania
Type of Contract	Service Contract (output-based)
Services Requested	<p>Facilitating and Supporting Quality Dual VET Implementation in Albania: Enhancing Student Engagement and Strengthening School-Business Collaboration, which is organized into two distinct LOTs</p> <ul style="list-style-type: none"> LOT 1: Supporting the Implementation of Dual VET in Albania – <i>Enhancing Student Engagement and School-Business Partnerships</i> LOT 2: Facilitating Quality Implementation of Dual VET in Albania – <i>Strengthening Collaboration Between Schools and Businesses</i>
Reference number	25-14-S4J
Issue date of the call	21 July 2025
Procurement Process	<p>Request for Proposals</p> <p>One step process - only full proposals will be considered</p>
Number of potential successful offerors	<p>One per LOT or one for both LOTs.</p> <p>Applicants may apply for one LOT or both LOTs.</p>
Eligible applicants	Registered entities. Consortia are allowed.
Submission Deadline	7 August 2025 , end of business hours
Deadline for submitting questions & receiving answers	<p>Questions can be sent at al.info@swisscontact.org by 30 July 2025 end of business hours.</p> <p>Answers will be provided by 31 July 2025, end of business hours.</p>
Tentative starting date of service	15 August 2025
Estimated contract timeframe	15 August 2025 – 30 June 2026
Service provider(s) report to	Deputy Project Manager and Dual VET Component Manager
Package of Application	<ol style="list-style-type: none"> Registration to Albanian Authorities document /Company NUIS certificate (copy)/ Extract from NBC Technical proposal Financial proposal
Where to send applications	<p>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 and <i>iii)</i> LOTs entity is applying for (as per instruction provided in this documents), to the Swisscontact Albania office: Rr. Skenderbej, Vila 49, Tiranë.</p>

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 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.

To achieve its objectives, the project has two primary areas of intervention:

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.

1. CONTEXT OF THE ASSIGNMENT/SERVICES REQUESTED

The Dual VET model was introduced in Albania for the academic year 2024/2025 with the support of the Skills for Jobs (S4J) project, implemented by Swisscontact Albania. S4J's assistance for implementing Dual VET is structured around three core areas:

1. Development of a regulatory framework
2. Institutional capacity building for key stakeholders
3. Hands-on support for vocational schools and training companies

During the 2024/2025 academic year, five Dual VET programs were successfully launched across 10 vocational schools, involving over 100 private sector companies in six regions of Albania and engaging more than 200 students.

Building on this success, five new dual curricula have been developed with S4J's support for the academic year 2025/2026:

- **Civil and Industrial Electrical Installation** (Dual) - Level III
- **Supply and Logistics Management** (Dual) (four-year program) – Level IV
- **Diagnostics and Management in Auto Service** (Dual) – Level V
- **Event Management** (Dual) – Level V
- **Fashion Design** (Dual) – Level V

The 2025/2026 academic year will also see the official rollout of fully structured four-year Dual VET programs. In this model, students will spend at least 60% of their learning time in partner companies. Upon completion, they will graduate with a Professional Diploma (AQF Level 4).

In total, 12 dual curricula are expected to be implemented by vocational schools in 2025/2026. Delivering these programs effectively requires close collaboration between schools and businesses to ensure alignment of objectives and smooth coordination throughout the process.

To support this large-scale implementation and ensure the achievement of agreed timelines and high-quality outcomes, Swisscontact is launching a procurement process divided into two LOTs. These LOTs will provide targeted and efficient support for schools and companies involved in delivering Dual VET programs.

2. SCOPE OF WORK AND OBJECTIVES

The Skills for Jobs (S4J) project invites qualified entities or consortia to submit proposals for facilitating and supporting the effective implementation of Dual VET in Albania. The focus will be on enhancing student engagement and strengthening collaboration between schools and businesses.

The services will be delivered from August 2025 to June 2026 under a Competitive National Tender, which is organized into two distinct LOTs. Applicants may apply for either one LOT or both LOTs.

The primary objective of this assignment is to support the rollout of Dual VET in Albania during the 2025–2026 academic year, ensuring a high-quality vocational education experience by:

- **Enhancing student engagement to promote active learning and workplace readiness**
- **Strengthening school-business partnerships to enable the effective delivery of dual curricula**

The two LOTs are as follows:

- **LOT 1:** Supporting the Implementation of Dual VET in Albania – *Enhancing Student Engagement and School-Business Partnerships*
- **LOT 2:** Facilitating Quality Implementation of Dual VET in Albania – *Strengthening Collaboration Between Schools and Businesses*

Implementation Timeline

All activities must be completed between August 2025 and June 2026.

Tasks

The selected contractor(s) will play a key role in implementing Dual VET in Albania for the 2025–2026 academic year, enhancing student engagement and fostering collaboration between schools and businesses to ensure a quality vocational education experience.

LOT 1: Supporting the Implementation of Dual VET in Albania: Enhancing Student Engagement and School-Business Partnership

The contractor(s) should ensure that their proposal(s) include the following elements:

- 1) **Support schools in attracting, selecting, and preparing students for enrolment in the dual VET programme for the upcoming academic year.**

- Support 13 schools in developing annual work plans, timelines, and clear process flows that define institutional responsibilities related to Dual VET implementation.
- Assist schools in outreach activities and info sessions to engage potential students and parents.
- Develop and maintain an up-to-date database of interested students, disaggregated by school, program, location, and field of interest.
- Provide support to school career coordinators with coaching materials and tools to guide approx. 300 potential students in the initial stages of their apprenticeship readiness.

2) Provide support for all students to navigate their apprenticeship journey in companies.

- Offer direct guidance to over 300 students on managing their apprenticeships, including preparing for self-assessment, maintaining student diaries, and understanding formative and summative assessments.
- Prepare and deliver onboarding guides and support tools for students entering apprenticeships for the first time in 150+ partner companies.
- Deliver information sessions and one-to-one coaching for students to help them understand the dual VET legal framework, students' rights and duties, self-assessment processes, and assessment requirements.
- Adapt, and distribute user-friendly materials to guide students and parents through every stage of the dual VET journey.

3) Facilitate collaboration and communication among schools, businesses, parents, and students.

- Establish and maintain clear communication channels among all parties involved.
- Support coordination meetings or sessions between schools and businesses to ensure mutual understanding and smooth collaboration
- Facilitate individual contracts between students and businesses regarding their placements.
- Facilitate regular coordination meetings with parents at the host companies of DUAL students to harmonize expectations and ensure smooth cooperation between all stakeholders.

4) Ensure high-quality delivery of apprenticeship experience and compliance with standards for documentation, evaluation, and final exams.

- Assist schools in coordinating final practical exams with partner businesses in line with dual VET standards.
- Ensure all documentation and evaluation procedures meet the required quality and curricula standards.
- Support students in maintaining diaries and completing self-assessment processes throughout their placement.

5) Strengthening evidence-based monitoring of dual VET programme outcomes by tracking students' pathways after graduation.

- Collect and maintain data on students' post-graduation pathways, including employment, further education, or other outcomes.
- Track and report on these outcomes to contribute to the development of alumni monitoring systems.

- 6) **Develop and adapt tailored training and coaching materials for students to support engagement and program success.**
 - Assess the training needs of min 80% students and develop tailored training and coaching materials that address those needs.
 - Adapt and contextualize materials to ensure they are relevant, accessible, and aligned with dual VET program objectives.
 - Support the piloting and delivery of the training materials, gather feedback, and update resources accordingly.
- 7) **Equip students with essential soft and employability skills (e.g., communication, teamwork, problem-solving, time management) and establish mentoring and peer support systems to boost their engagement, confidence, and success throughout their apprenticeship journey.**
 - Design and deliver training programs focused on developing students' soft and employability skills tailored to workplace demands.
 - Establish and coordinate mentoring and peer support systems to provide guidance, motivation, and feedback throughout the apprenticeship.
 - Monitor and evaluate the effectiveness of skill-building activities and support systems and adjust them as necessary to enhance student engagement and performance.

LOT 2: Facilitating Dual VET Quality Implementation in Albania: Strengthening Collaboration Between Schools and Businesses

The contractor(s) should ensure that their proposal(s) include the following elements:

- 1) **Preparation of tailored materials and Coordination of field visits**
 - Conduct initial meetings with 13 schools and 150+ businesses to identify specific needs and expectations.
 - Develop a detailed work plan for company visits and school support activities.
- 2) **Company Visits and Engagement**
 - Coordinate and conduct company visits to assess readiness for hosting dual VET students and provide guidance throughout the process.
 - Facilitate agreements between schools and 150+ businesses regarding student placements.
 - Organize the development and provision of instruments and materials to schools and companies for supervising and mentoring students.
- 3) **School Visits and Engagement**
 - Coordinate and conduct school visits to provide guidance on planning and monitoring for dual VET students.
 - Facilitate agreements between schools and businesses concerning student placements.
 - Coordinate and provide training, tools, and materials to schools for planning, monitoring, and assessing dual VET programs.
- 4) **Coaching Dual VET providers**
 - Conduct in-depth coaching sessions with dual VET providers to enhance their understanding and implementation of dual VET principles.

- Collaborate with the Dual VET portfolio to develop tailored coaching materials and tools that address the specific needs of providers in various sectors.
- Facilitate peer-learning workshops and visits in collaboration with the Dual VET portfolio, enabling schools and businesses to share experiences and best practices in dual VET implementation.
- Support follow-up coaching to address challenges faced by schools and businesses during the program, providing actionable solutions.
- Assist schools in aligning their curricula with dual education requirements.
- Organize workshops with school leadership and teachers to discuss responsibilities and monitoring mechanisms.
- Provide ongoing support for the integration of practical and theoretical aspects of the curriculum.
- Prepare progress reports that highlight achievements, challenges, and recommendations.

3. ELIGIBILITY CRITERIA

The applicants shall:

- Be an Albanian entity/s;
- Registered in the National Business Centre;

4. 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. Each technical proposal must include the following:

- 2.1. *Entity profile* - A summary of the relevant experience of the applying entity (or entities, in the case of a consortium), highlighting previous similar assignments in Vocational Education and Training.
- 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 supporting the quality implementation of Dual VET.
- 2.3. *Approach and Methodology* - A narrative description outlining the approach and plan for facilitating and supporting the quality implementation of Dual VET in Albania, focusing on enhancing student engagement and strengthening school-business collaboration. This should clearly demonstrate how the applicant intends to organize and facilitate each process in accordance with the regulatory framework for Dual VET in Albania.
- 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. Lump Sums will not be accepted. Please submit the financial proposal in an excel format, with an electronic copy in USB. Prices shall be provided CHF.

S4J VAT 0% registration in process: Swisscontact/Skills for Jobs is in the process of registering with the Regional Directorate of Taxes for VAT tax rate zero percent (0%) for services and goods provided to the project –

estimated to be completed within August 2025. Please present your financial offer based on the recognition at 0% rate will be applied for VAT and the total amount shall comprise VAT if applicable.

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%**
 - 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 now 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.

6. SUBMISSION INSTRUCTION:

The deadline of submission is **7 August 2025, 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. Skenderbej, Vila 49, Tirane by the deadline above mentioned. The outside of the envelope must clearly note the Request for Proposal reference number and title: *25-14-S4J - Facilitating and Supporting Quality Dual VET Implementation in Albania: Enhancing Student Engagement and Strengthening School-Business Collaboration*, LOTs entity is applying and name of the applicant. 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.

7. 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 **30 July 2025, EOB**. The deadline for submitting responses will be **31 July 2025, 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.