

Request for Proposal

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

Location	Albania
Type of Contract	Service Contract (output-based)
Services Requested	Facilitate and Support the Development and/or Update of 5 Dual VET Qualifications and Frame Curricula (AQF level 3, 4 and level 5).
Reference number	25-09-S4J
Issue date of the call	24 April 2025
Procurement Process	Request for Proposals One step process - only full proposals will be considered
Number of potential successful offerors	One per LOT or one for several or all LOTs Applicants may apply for one LOT, multiple LOTs, or all LOTs.
Eligible applicants	Registered entities. Consortia are allowed.
Submission Deadline	12 May 2025, 14:00
Deadline for submitting questions & receiving answers	Questions can be sent at al.info@swisscontact.org by 2 May 2025 end of business hours. Answers will be provided by 5 May 2025 , end of business hours.
Tentative starting date of service	19 May 2025
Estimated contract timeframe	19 May – 5 September 2025
Service provider(s) report to	Deputy Project Manager and Dual VET component
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 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.

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 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.

2. CONTEXT OF THE ASSIGNMENT/SERVICES REQUESTED

As part of its ongoing efforts to modernize and improve the relevance of vocational education and training (VET) in Albania, the Skills for Jobs (S4J) project has made the development and continuous improvement of labor market-oriented qualifications a strategic priority. Dual VET, which combines school-based education with structured work-based learning, has been recognized as a particularly promising approach. To institutionalize this model, the development and updating of qualifications that support dual VET delivery is critical. The process of qualification development in Albania is led by the two national agencies: the National Agency for Vocational Education, Training and Qualifications (NAVETQ) and the National Agency for Employment and Skills (NAES) with the participation of industry experts and when applicable the Skills Sectorial Committees. The national agencies define strategic directions, approve qualification frameworks, and oversee the validation and accreditation processes. S4J project, has worked closely with the agencies to contribute to the design and implementation of dual qualifications. This includes the facilitation of expert-driven processes such as DACUM workshops, and drafting qualification documents in line with national frameworks.

In the context of a revised Logical Framework finalized in late 2024, S4J renewed its commitment to supporting the national agencies in upgrading qualifications aligned with the Dual VET model. Following extensive consultation with NAVETQ, NAES, and public VET providers, five qualifications have now been selected for development or revision for the 2025–2026 academic year. The timeframe given is rather tight for such a labor-intensive process. For this reason, Swisscontact has decided to launch a multiple LOTs procurement process to ensure we can meet the agreed deadlines with the highest quality standards possible.

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 and/or updating of five Dual VET qualifications and frame curricula in accordance with national standards and procedures. The services are to be delivered between April and September 2025, under a Competitive National Tender. This call is organized into **five separate LOTS**, each corresponding to a distinct qualification. Applicants may apply for all or for only selected LOTS. The contract involves the coordination and facilitation of DACUM-based methodology and the drafting of the required documentation—including occupational standards, qualification standards, and/or frame curricula—as defined by the National Agency for Vocational Education, Training and Qualifications (NAVETQ).

Applicants are expected to carry out in full the works for the development and/or the update of qualifications and Frame Curriculum for one or more of the LOTS listed below. Each process must result in the drafting and validation of national-level qualification documents, following the DACUM Methodology and NAVETQ's requirements. The main stages of the whole process are as follows:

1. Development of the Occupational Standards
2. Development of the Qualification Standards
3. Development of the Framecurriculum

The works for the upcoming stage will only start, if and when the prior stage is completed, and the working groups have clearly recommended to continue with the next stage (i.e from the Occupational Standard to the Qualification Standard). Therefore, the selected service provider(s), in the case of LOT 1, 3 and 5, will continue the work for the upcoming stages only if and when *i)* the report from the expert group recommends proceeding with the next stage and *ii)* S4J Project Manager requests in writing to the contracted service provider to continue the work for the upcoming stage. 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 LOT(s).

LOTS and Qualification Assignments

LOT	Qualification	Stages Involved
LOT 1	Logistics (AQF Level III or IV) To be developed	Occupational Standards (<i>est. 7 experts + 5 for the validation</i>) Qualification Standards (<i>est. 6 experts + 5 for the validation</i>) Frame curriculum (<i>est. 6 experts + 5 for the validation</i>)
LOT 2	Industrial and Civil Electrical Installation (AQF Level III). Review	Frame curriculum (<i>est. 6 experts + 5 for the validation</i>)
LOT 3	Fashion Design (AQF Level V) Review	Qualification Standards (<i>est. 6 experts + 5 for the validation</i>) Frame curriculum (<i>est. 6 experts + 5 for the validation</i>)
LOT 4	Management and Diagnostics in Auto-Service (AQF Level V) Review	Frame curriculum (<i>est. 6 experts + 5 for the validation</i>)
LOT 5	Event Management (AQF Level V) To be developed	Occupational Standards (<i>est. 7 experts + 5 for the validation</i>) Qualification Standards (<i>est. 6 experts + 5 for the validation</i>) Frame curriculum (<i>est. 6 experts + 5 for the validation</i>)

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

Technical Working Groups

Each stage should be carried out by the service provider(s) 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 mandatory 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 LOT(s) 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:
 - Occupational Standard (LOTs 1 and 5)
 - Qualification Standards (LOT 3 and potentially LOTs 1 and 5)
 - Frame Curricula (potentially all 5 LOTs)

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 May and September 2025. The final validated documents must be submitted by September 2025. 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 and/or updating qualifications and frame curricula 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 qualifications and frame curricula development/updating.

- **Guarantee timely participation** of the selected experts in the work processes envisaged for the development and/or updating of the qualifications and frame curricula.
- **Coordinate** the work process and respective activities to ensure timely delivery of high-quality documents resulting from a participatory process for the new and/or updated qualifications and frame curricula fully compliant to DACUM methodology.
- **Documentation and Reporting** on the outcomes of the workshops and other related activities to feed the development and/or revision of the qualifications and frame curricula as well as for review and documentation purposes for S4J.

Deliverables

For each LOT Swisscontact will draw a contract. For each contract, the deliverables and the respective payments will be related to the stages of qualification review or development (Occupational Standard; Qualification Standard; Frame Curricula). Upon delivery of the final list of experts and agreed calendar, Swisscontact will pay 50% of the volume of the respective stage. The remaining 50% is payable upon delivery of the respective technical documents as envisaged in the DACUM process, accompanied by a progress report. For LOTs and therefore contracts envisaging more than one stage, the same scheme of payments applies for the upcoming stages. Moving to the next stage is conditional to the technical working groups recommending moving to the next stage, subject of approval by the S4J project.

4. ELIGIBILITY CRITERIA

The applicants shall:

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

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. Each technical proposal 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 occupational 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. 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 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.

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 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.

7. SUBMISSION INSTRUCTION:

The deadline of submission is **12 May 2025, 14:00**. 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 and title: 25-09-S4J - Facilitate and Support the Development and/or update of 5 Dual VET Qualifications (AQF level 3, 4 and level 5). 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.

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 **2 May 2025, EOB**. The deadline for submitting responses will be **5 May 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.