

Request for Proposal

Promote quality private sector engagement in the delivery of Dual VET programmes in Albania in Initial and Post-Secondary VET

Location	Albania, with special focus on the following Municipalities: Malësi e Madhe / Shkodër / Vau i Dejës / Lezhë / Mirditë / Kurbin / Dibër / Bulqizë / Krujë / Durrës / Shijak / Kamëz / Vorë / Tiranë / Elbasan / Cërrik / Peqin / Lushnje / Fier / Belësh / Berat / Kuçovë / Korçë / Devoll / Vlorë / Selenicë / Himarë / Sarandë.
Type of Contract	Service Contract (output-based)
Services Requested	Promote quality private sector engagement in the delivery of Dual VET programmes in Albania in Initial and Post-Secondary VET
Reference number	25-18-S4J
Issue date of the call	11 November 2025
Procurement Process	Request for Proposals One step process - only full proposals will be considered
Potential successful offerors	One
Eligible applicants	Registered entities. Consortia are allowed.
Submission Deadline	3 December 2025, 16:00
Deadline for submitting questions & receiving answers	Questions can be sent at al.info@swisscontact.org by 24 November 2025 end of business hours. Answers will be provided by 25 November 2025 , end of business hours.
Tentative starting date of service	15 December 2025
Estimated contract timeframe	15 December 2025 – 20 December 2026
Service provider(s) report to	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 of 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 facilitates 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. In addition, upon the request of the Government of Albania (GoA), since 2024 the project is supporting a national initiative to promote an Albanian dual VET system that is inspired by the Swiss dual VET system.

To achieve its objectives, the project has three 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.

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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

Albania started implementing Dual Vocational Education (VE) in 2024. Through the Swiss-funded support, as part of which Skills for Jobs project played a central role, in 2024 and the academic year 2024-2025:

- a regulatory framework was developed;
- 5 dual VE programmes were developed in AFQ/EQF levels 3, 4 and 5;
- 103 companies engaged, business mentors were identified and capacitated to offer dual VE programmes;
- 205 youngsters enrolled in apprenticeship programmes;
- 10 schools partnered with these companies to co-deliver the dual VE programmes;
- 12 teachers responsible for Dual VE were recruited, capacitated and coached to support the implementation of these programmes.

In AY 2024-2025 we started with short programmes of 1 and 2 academic years as part of the qualification journeys (based on the fact that most VE programmes in Albania operate with the scheme 2+1+1 years) with the intention not to disrupt the system while piloting. Starting from spring 2025, S4J supporting all relevant stakeholders to further expand on the initiative. As a result, at the beginning of the AY 2025-2026 there are 13 dual VE programmes offered in the Albanian Catalogue of VET offers; **15** schools are offering these programmes; **423** apprentices are hosted by **247** companies with **30** teachers responsible for the

Dual VET classes (30) facilitating the collaboration between companies and mentors (**251**), schools and teachers, youngsters and their parents/custodians as well as other stakeholders such as the labour inspectorate; the tax authorities. The most important achievement is the design of a 4-years dual VET programme in ‘logistics’ marking the first proper dual VET qualification and programme in the Catalogue now under implementation by one school in partnership with 7 among the largest companies operating in the sector in Albania. In addition, the project supported the development of (digital) learning materials for most qualifications developed so far.

Regions	VET providers	Classes	# apprentices	# companies
Shkodër	Hamdi Bushati	Kitchen (L3)	24	17
		Accommodation structures (L5)	10	8
Lezhë	Kolin Gjoka	Kitchen (L3)	12	8
		Kitchen (L3)	12	7
		Multimedia (L4)	12	5
Durrës	Hysen Çela	Kitchen (L3)	19	10
		Accommodation structures (L5)	10	7
	Beqir Çela	Electro – Auto (L3)	20	8
		Renewable Energies (L5)	10	8
Tiranë	SHTET	Logistics (L4)	24	10
		Fashion - Design (L5)	12	6
	MFC Kamza	Kitchen (L3)	16	8
		Kitchen (L3)	16	5
		Electro – Auto (L3)	15	8
		Accommodation structures (L5)	10	6
	Gjergj Canco	High and Low Voltage (L3)	15	1
		Electrical Installations (L3)	15	15
		Multimedia Cohort 1 (L4)	15	11
		Multimedia Cohort 2 (L4)	18	8
	Tourism and Hospitality	Kitchen (L3)	16	12
		Kitchen (L3)	16	14
		Accommodation structures (L5)	10	9
Elbasan	Vocational School	Kitchen (L3)	17	11
Vlorë	SHIP	High and Low Voltage (L3)	15	1
	Commercial	Kitchen (L3)	18	11
		Accommodation structures (L5)	10	6
	Antoni Athanas	Kitchen (L3)	18	10
		Accommodation structures (L5)	10	4
Berat	Kristo Isak	Kitchen (L3)	12	7
Korçë	Services	Vehicle Diagnostics (L5)	11	6

Currently, as of November 2025, the project is supporting industries and NAVETQ to develop new Dual VET qualifications (namely e-commerce, multimedia, programming and web-development) and another wave is expected to start in early 2025 to develop another 3-5 dual VET qualifications and programmes to make them available for implementations as of AY 2026-2027. As a result, we expect the numbers of schools, companies and learners to double in the Academic Year 2026-2027.

The project team is working closely with practitioners in the partner companies and partner VET providers to develop protocols and manuals that should come to help for the replication of the initiative in more schools, regions, industries and companies. All these developments should contribute to a speedy expansion of the Dual VET initiative in Albania which S4J will support until 2028 when it comes to an end.

Skills for Jobs supports the Government of Albania (GoA) since 2016 to promote the dualizing of the VET system by working closely with companies and initially 4 VET providers, then 6, then 10 and now 17 schools that have implemented different Work-Base Learning in company schemes and now are engaging to implement dual VET programmes. The project plays a substantial role, at this initial stage, in implementing the dual VET system in terms of mobilizing the private sector companies (individual companies and organized forms of the private sector); further completing the regulatory framework in consultation with practitioners; developing new dual VET qualifications and programmes; supporting VET providers in establishing partnerships with companies to jointly deliver dual VET programmes focusing on the applied curricula; providing hands-on support to company-mentors to deliver the company-part of the curriculum of dual VET programmes; accompanying teachers responsible for the Dual VET classes to manage the school-based processes in close collaboration with the management and staff of the schools and coordinating closely with the national agencies to ensure that challenges are picked up in real time and translated into lessons learnt that help redefine the system; facilitating the engagement of parents in the process to ensure there is clarity about this new model that introduced new challenges in the family and social context; help young people to make informed choices about the dual programmes, the companies, the rights and responsibilities that are to undertake once they sign the apprenticeship contract. To support all these interventions part of this initiative the project has made available a number of technical experts within the team in the Dual VET Component; it has engaged external long-term collaborators; and is using the cascade model to make support available as extensively as possible to empower the rapid growth.

In addition to this multi-layered support that helps to fuel the speedy expansion of the initiative, the project intends to engage in a campaign-like intervention aimed at:

1. Supporting VE providers, companies and apprentices to stay in compliance with the regulatory framework for dual VET and other legal pieces affecting dual vocational education;
2. Cultivate a common understanding on the architecture of the dual VET system in Albania, among school management, designated dual VET class teachers, company managers and mentors, apprentices and parents/custodians, labor inspectorate, tax authorities and organized forms of business in the municipalities/qarks where dual VET programmes are and will be implemented in the two academic years during calendar year 2026;

3. Provide technical assistance to companies hosting apprentices and implementing dual VET curricula (in partnership with VET providers);
4. Support partner schools and host companies to organize level exams in companies and document them;
5. Facilitate the establishment of a platform for dialogue for dual VET in Albania;
6. Create opportunities for practitioners to learn from peers and other stakeholders alike in other regions as a form of learning and validating good practices;
7. Design a methodology to identify, nominate and select
 - a. The host company of the year
 - b. The apprentice of the year
 - c. The company mentor of the year
 - d. The dual VET teacher of the year
 and support in the production of a short list for each of the categories to provide to S4J.

3. SCOPE OF WORK AND OBJECTIVES

The Skills for Jobs (S4J) project invites interested and qualified entities or consortia to submit proposals for a national campaign to support the consolidation and further extension of the dual VET initiative in Albania building on, but not exclusively based on, these initial suggestions provided by the project:

➤ Compliance

Undertake actions to ensure VET providers, companies and apprentices have administered necessary documentation that makes them eligible to engage in the delivery of the dual VET programmes. Look into elements that contribute to quality development.

➤ Common understanding on the architecture of the system

Undertake actions that contribute to consolidating a sound and common understanding on the different elements of the dual VET system in Albania for each stakeholder with the roles and responsibilities each is tasked with by the regulatory framework for the Dual VET system and other related legislation. It is necessary to take into consideration the fact that in the academic year 2026-2027 the number of programmes available will expand and so will the number of providers, companies and apprentices.

➤ Capacitated companies

Propose an approach to delivering technical assistance/support to companies delivering Dual VET programmes by applying a light touch approach that is effective and contributes to quality development. Aspects of sustainability should be taken into consideration. The numbers presented in the table above give a good sense of orientation about the academic year 2025-2026. The numbers in the AY 2026-2027 are expected to grow based on the recognition that about 5 more dual VET programmes will be developed and available for implementation.

➤ Industry-led exams lead to certification

Undertake actions that support both companies and VET providers to organize state-of-the-art exams with the participation of industry representatives as a way to attract organized business structures to engage

with dual VET and more specifically the certification aspect of it. German-speaking countries could be a source of inspiration when developing your proposal.

➤ **Dialogue about Dual VET**

Propose an approach to engage the different stakeholders, directly and/or indirectly involved in the design, delivery and assessment of dual VET programmes. Take into account that parents and society at large are important stakeholders whose opinion on the fact that youngsters are working as a way of learning matters a lot and affects the future developments in promoting dual VET. Reflect which figures shape the opinion of which communities and how can these figures be brought into the discussion and how their reflections and messages could be amplified using different mediums.

➤ **Learning by observing: Copy right**

Skills for Jobs relies heavily on the idea that professionals learn fast when observing. Propose an approach how could the practitioners be involved in this campaign-like intervention to share their experiences and observe from their peers as a way of learning new concepts and approaches as validating current practices that work. This could be considered both as an approach and/or an initiative.

➤ **Encouraging good practices**

The project team is considering the idea of organizing a national event to hand over certificates of recognition to different figures involved in the design and implementation of dual VET programmes. Our idea is to use this as a way of encouraging people to continue their positive efforts. This could be the case after but as well as before such recognitions are presented publicly. Please provide suggestions for a methodology to identify, nominate, observe and select these champions from the from all 4 categories: apprentice; mentor; school; teacher.

Timeline

We envisage this intervention to start with a preparatory phase during December 2025-Januar 2026 and then continue on a full scale in the field from February to December 2026.

Tasks

The selected contractor(s) will be responsible for the overall implementation of the intervention while coordinating closely with the project team.

Deliverables

To be defined based on the proposals and the negotiated list of activities and outputs.

4. ELIGIBILITY CRITERIA

The applicants shall be an Albanian registered entity.

5. DOCUMENTS TO BE SUBMITTED

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

1. Copy of Registration to Albanian Authorities 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 section 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 field;
- 2.2. *Profiles 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 initiative.
- 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 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, 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 | 20% |
| ○ Approach and Methodology | 40% |
| ○ 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 **3 December 2025, 16:00**. 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: 25-18-S4J - Promote quality private sector engagement in the delivery of Dual VET programmes in Albania in Initial and Post-Secondary VET. 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 *24 November 2025, EOB*. The deadline for submitting responses will be *25 November 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.