

## CALL FOR EXPRESSION OF INTEREST: EXPERT ROSTER-CONSULTANTS for the needs of the “Skills for Jobs” Project

*Join our team of experts!*

### 1.Objectives of the Call

The “Skills for Jobs” (S4J) project invites qualified experts and consultants to express their interest in potential consultancies under this Expert Roster. These experts will be included in our roster and engaged on an ad-hoc basis as specific project needs arise.

Our objective is to secure high-quality, reliable, and timely services whenever needed to facilitate a smooth implementation of our project strategy and its core activities as envisaged in the project document. To achieve this, we want to establish a roster of qualified candidates that would enable regular access to expertise across various fields.

Following the successful review for the roster, candidates will be considered for various assignments with S4J. The reporting, deliverables, timeline, and the scope of work will be agreed on a case-by-case basis in accordance with the ToR developed for each specific need.

*Please note that being included in the roster entails no obligation on the part of Swisscontact Albania concerning contracting.*

### 2.About the S4J Project

[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:

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**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.

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*. 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.

### 3. Requirements on qualifications and expertise

Specific requirements on qualifications and experience depend upon the scope of specific assignments, details of which will be communicated through respective ToRs. However, the following requirements are indicative and additional requirements can be included at any time by S4J.

#### Experts to support the implementation of the Organizational Development intervention area with:

- Expertise in organizational development and organizational change of educational institutions.
- Expertise in improving the organizational structure and processes of educational institutions.
- Expertise in the legal framework of the VET system, including self-assessment and accreditation.
- Expertise in annual and mid-term planning and monitoring of educational institutions.
- Expertise in enhancing the continuous professional development of teaching and non-teaching staff in educational institutions.

#### Experts to support the implementation of the Digitalization in VET intervention area with:

- Expertise in ICT solutions for teaching and learning.
- Expertise in capacity building for teachers, particularly in digital pedagogies.
- Expertise in planning and implementing hybrid and blended learning methodologies.
- Expertise in creating curricula based digital learning materials.
- Expertise in establishing and managing communities of practice for teachers.

#### Experts to support the implementation of WBL intervention area with:

- Expertise in supporting schools in implementing apprenticeship programs for youngsters.
- Expertise in supporting businesses in implementing apprenticeship programs for youngsters.
- Expertise in developing and implementing capacity building initiatives for the private sector to support young people's integration in the labor market.

#### Experts to support the implementation of the BR and Networks intervention are with:

- Expertise in providing consulting services to local companies regarding human resources development.
- Expertise in assessing companies' needs for skill development and human resources.

- Expertise in Business Membership Organizations operating at the national/local level.

Experts to support the implementation of the Offer Diversification and Upskilling intervention area with:

- Expertise in mobilizing the private sector for skills development.
- Expertise in developing micro-credentials and/or short courses.
- Expertise in enhancing and streamlining soft, digital and green skills for youngsters.

Experts to support the implementation of the Communication for Development intervention area with:

- Expertise in digital marketing.
- Expertise in creative & multimedia services (including designer, video production, content etc.)

Experts to support the implementation of the Monitoring and Results Measurement and Sustainability intervention area with:

- Expertise in research and/or results measurement.
- Expertise in methodology design and sampling.
- Expertise in quantitative and qualitative data collection techniques and analysis.
- Expertise in knowledge management.

**General requirements for all experts:**

- Possession of a relevant educational degree corresponding to their thematic expertise.
- Demonstrated experience in conducting similar assignments and consultancies.
- Strong analytical and communication skills.
- Ability to collaborate effectively within a team.

Applicants may express their interest to collaborate for more than one intervention area and respective field of expertise. In that case, they shall clearly indicate in their application how their education, background expertise and past experience is relevant for each of the selected areas and fields.

#### 4. How to apply

This “Call for Expression of Interest” is open for Individual Consultants.

Interested individual consultants should submit the following documents to [al.info@swisscontact.org](mailto:al.info@swisscontact.org) by 1 December 2023. Please indicate in the e-mail subject a specification about your application: **S4J - Roster of Experts –Name Surname.**

- (i) CV highlighting the expertise related to this ToR
- (ii) Expression of Interest letter to provide the required service, specifying the area/areas in which you express your interest (please see section “Requirements on qualifications and expertise”)
- (iii) Daily consultancy fee in CHF, tax included. Please specify if you are a registered entity at the tax office.

All applicants will be replied back for the confirmation of submission received.

#### 5. Selection process

The applications (Expression of Interest) will be reviewed by an evaluation committee against the one of the requirements on qualifications and expertise (section 3).

The successful candidates will be included in S4J’s technical expert roster for the period of the project’s duration. Entry into the expert roster system does not necessarily mean that contract with Swisscontact Albania is guaranteed. This will depend on forthcoming needs.