

Request for Proposal

Facilitate and support the implementation of the process of developing and updating post-secondary qualifications

Location	Tirana, Albania
Type of Contract	Service Contract (output-based)
Reference number	22-09-S4J
Publication date	24 May 2022
Services Requested	Facilitate and support the implementation of the process of developing and updating post-secondary qualifications
Deadline for submitting full proposals	30 May 2022, COB
Deadline of sending questions and receiving answers	Subjects interested to apply can send questions at al.info@swisscontact.org until 26 May 2022, COB. Answers will be sent to all interested subjects by 27 May 2022, COB.
Language of Quotation	English or Albanian
Validity of Quotation	Minimum 60 days
Estimated Starting date	May 2022
Estimated date for signature of contract	1 June 2022
Estimated contract timeframe	1 June 2022 – 16 September 2022
Package of application	<ol style="list-style-type: none"> 1. Technical proposal 2. Financial proposal 3. CV of the registered entity
Service provider reports to	Intervention Line Manager responsible for Offer Diversification
Where to send applications	<p>All offers shall be submitted in one of two forms:</p> <ol style="list-style-type: none"> 1. Via email to al.info@swisscontact.org. The application should be sent in signed and stamped electronic copies (pdf format). Please specify in the email subject the title of the Request for Proposal. <p>OR</p> <ol style="list-style-type: none"> 2. Via the postal system or courier service to the Swisscontact postal address: P.O. Box 2891 Tiranë. Please specify in the envelope the title of the Request for Proposal.

BACKGROUND

Swisscontact is an independent Swiss foundation promoting economic, social, and environmental development. Swisscontact's objective is to open up pathways out of poverty for people in developing countries through broad-based economic development. In its various projects Swisscontact facilitates access to skills development programmes, fosters competitive entrepreneurship, creates access to local financial services, and promotes sustainable use of resources.

'Skills for Jobs' (S4J) is a project of the [Swiss Agency for Development and Cooperation \(SDC\)](#), implemented by [Swisscontact Albania](#). It is part of the Economic Development Domain of the Swiss Cooperation Strategy for Albania (2018-2021), with specific focus on promotion of employment opportunities and skills development.

The project focuses on 4 economy sectors with potential for growth and job creation in Albania: Tourism and Hospitality, Information and Communication Technology (ICT), Textile and Construction (with a focus on energy efficiency buildings). During the second phase the project will extend its support to other economy sectors with potential for growth and jobs.

The project is in its second phase, which started in May 2019 and will last until June 2023. During this phase, the project aims at supporting 10,000 students and 6,000 trainees.

'Skills for Jobs' (S4J) is designed with the aim to tackle major Vocational Education and Training (VET) system challenges, such as: low quality and status, insufficient financing, weak labour market orientation, poor private sector engagement and poor performance of graduates in the labour market. The project addresses these challenges by focusing on ensuring systemic change, capacity development and empowerment of key actors. Based on this approach, S4J Phase II supports partner VET providers in Albania in terms of:

- Employers' and partners relations,
- Diversification of VET offer,
- New Ways of Inclusive Learning,
- Work-Based Learning in cooperation with employers, and
- Organizational Development.

Work-based learning, the use of technology in the classroom, blended and individualized learning, making the VET offer relevant for students, trainings on industry standards and the application of a business mindset in the management of VET institutions are at the core of 'Skills for Jobs' (S4J) implementation.

Nine providers in the six selected regions benefit from the project: [the Vocational 'Hamdi Bushati' school in Shkodra](#), the [Vocational 'Kolin Gjoka' school in Lezha](#), the [Electro-technical 'Gjergj Canco' school, "SHTET" school in Tirana](#), the ['Ali Myftiu' school](#), the ['Salih Ceka' school in Elbasan](#), the [Vocational 'Kristo Isak' school in Berat](#) and the [Commercial school, the industrial 'Pavarësia' school](#) and the [Vocational Training Centre in Vlora](#).

RATIONALE

In terms of Diversification of offer, S4J aims to support partner provider in promoting a VET offer that is responsive to the job market and is jointly designed by the providers and the private sector through enabling VET offer decisions to be made on the basis of comprehensive information and with the structured involvement of the private sector. The underlying assumption is that a labour-market-oriented VET offer ensures the employability of graduates and improves their chances of securing gainful employment.

*One of the ways that S4J supports a labour-market oriented offer is through supporting **NAVETQ** (National Agency of Vocational Education Training and Qualifications) in updating **qualifications at the national level**.*

1. In 2021, S4J commissioned a mapping study of the requirements for qualification of the private sector in the Albanian Real Estate sector analogous to the qualification levels offered by vocational schools. Specific objectives of the mapping study included:

- Mapping of the companies operating in the real estate sector in Albania;
- Identification of current and future needs for occupations in the real estate sector;
- Identification of technical and soft skills that employees should have for the existing and potential occupations;
- Identification of potential qualifications needed corresponding to different levels as per *the Albanian Qualification Framework*.¹

The main recommendation of the mapping study was the development of a post-secondary qualification on real estate. On April 11, 2022, a public roundtable discussion was held to share the findings and validate the recommendations of this mapping study with relevant stakeholders, as well as to exchange views on opportunities for cooperation in addressing the skills needs of this sector. Participants included private sector companies, representatives of NAVETQ and representatives from Technical-Economic school in Tirana. Participants from the private sector concurred that potential employees in this sector should have a basic vocational education background accompanied with relevant work-based learning. To this regard, a new professional program in the real estate agent profile would speed up the supply of required skills and qualifications to match the needs of the Albanian real estate sector. Moreover, in accordance with law no. 9/2022 'On the profession of real estate agent' dated 27.01.2022², the profession of real estate agent is a regulated profession and a prerequisite for practicing the profession is certification by the ministry responsible for justice.

The mapping study and the validation roundtable with relevant stakeholders, informed the decision-making of NAVETQ on the need for developing a new occupational standards or qualifications in the real-estate sector: *Post-secondary qualification for the occupation 'Real Estate Agent' (Level V of the Albanian Qualification Framework)*;

2. Starting with the academic year 2021-2022, two vocational education schools³ are offering the post-secondary VET program in the profile: Management and diagnostic in auto-service (Alb. Menaxhim diagnostikim në auto-servis).⁴ Post-secondary VET programs (*Level V of the Albanian Qualification*

¹ About the Albanian Qualification Framework: <https://www.akafp.gov.al/kualifikimet-profesionale/korniza-shqiptare-e-kualifikimeve/>

² <https://www.parlament.al/Files/Akte/20220201141000ligj%20nr.%209,%20dt.%2027.1.2022.pdf>

³ Shkolla Industriale Pavarësia Vlorë and Stiliano Bandilli Berat.

⁴ The curricula here: <https://akafp.gov.al/wp-content/uploads/2021/02/M1-V-10-Skeletkurrikuli-Diagnostikim-menaxhim-ne-autoservis.pdf>

Framework) encompass specialized advanced qualifications for professionals that respond to specific demands from the economy for qualified and certified professionals. Input from the implementation of the curricula showed that the curricula has to be updated with latest developments in the sector in order to meet the demands of the private sector. The frame-curriculum for this qualification was developed in 2010.

The input from the implementation of the curricula informed the decision-making of NAVETQ *on the need for updating the post-secondary qualification for the occupation 'Management and Diagnostic in Auto-Service' (Level V of the Albanian Qualification Framework);*

SCOPE OF WORK

In this regard, S4J intends to contract an entity to facilitate and support the implementation of the process of developing and updating two post-secondary qualifications at the national level, namely:

- Developing the qualification for the occupation 'Real Estate Agent' (Level V of the Albanian Qualification Framework);
- Updating the qualification for the occupation 'Management and Diagnostic in Auto-Service' (Level V of the Albanian Qualification Framework);

For each of these occupation, the development of the qualification documents shall be carried out according to NAVETQ methodology and formats.

The main stages of the process are as follows:

1. Development of the Occupational standards
2. Development of the Qualification description
3. Development of the Framecurriculum
4. Validation and approval of the above-mentioned documents.

Technical working groups for each occupation shall be established for each stage of the process with the following guiding composition:

1. Development of the Occupational standards working group: 1 Moderator (NAVETQ), 1 recorder and 5 panel members content experts from the occupational field, including and vocational schools teachers/instructors working group (3 workload days/panel member).
2. Development of the Qualification description working group: 1 Moderator (NAVETQ) and 5 panel members, including content experts from the private sector and vocational schools teachers/instructors (3 workload days/panel member).
3. Development of the Framecurriculum working group: 1 Moderator (NAVETQ) and 5 content experts from the businesses and vocational schools (5 workload days/panel member).
4. Validation and approval of the above-mentioned documents working group.

Each of the working groups shall be composed by "content experts" and "methodological experts". An external "validation" commission will check the relevance of the three developed documents and will contribute to improve the quality of the qualification.

TASKS

The contractor will be responsible for:

- The identification of the working group members comprising of the most relevant and high-profile private sector participants for each profession in close consultation with S4J and NAVETQ;

- Ensuring the participation of the private sector participants in each workshop as agreed previously with the working groups;
- Providing logistical support and sub-contracting of the private sector participants;
- Reporting on each workshop flow, participants, process and products.

The working groups shall convene in face-to-face meetings.

DELIVERABLES

Below are listed the expected deliverables and projected timeframe:

Deliverables/ Outputs	Target Due Dates	Instalments
<u>Progress report 1</u> including Work-Plan and Final list of experts	20 June	50%
<u>Progress report 2</u> including supporting materials for the Qualification Description workshops	29 July	30%
<u>Final Report</u>	16 September	20%

TECHNICAL PROPOSAL

The technical proposals must comply with the specifications required under the Scope of work and Tasks sections. They should include:

- Company profile;
- Experts CVs indicating respective experience, profile and positions;
- A written proposal describing the planned support to the implementation of the process of developing and updating afore-mentioned qualifications;
- A list of 3 preliminary private sector experts per each stage of the process for each profession.

FINANCIAL PROPOSAL

The financial Proposal should be submitted in Swiss Francs (CHF) or Albanian Lek (ALL), VAT specified. The registered entity must submit the financial proposal disaggregated by tasks, person days and respective operative costs.

Please submit the financial proposal in excel format as well.

ELIGIBILITY

Registered entities with:

- Proven records of similar services experience.
- Proven records working directly with the private sector and in private sector engagement in Albania.
- Previous experience with projects in education in Albania is considered an advantage;

DOCUMENTS TO BE SUBMITTED

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

- QKB extract
- Technical proposal;
 - Company profile;
 - A written proposal describing the planned support to the implementation of the process of developing and updating afore-mentioned qualifications;
 - A list of 3 preliminary private sector experts per each stage of the process for each profession;
 - Experts CVs indicating respective experience, profile and positions.
- Financial proposal;

The documents should be signed and sealed.

Cases of non-delivery of one of required document or fake and incorrect documents are considered as conditions for disqualification.

SUBMISSION

The deadline of submission is **30 May 2022, COB**. All offers should be delivered in one of the two forms:

1. via email, signed and stamped electronic copy to al.info@swisscontact.org . All documents should be provided in pdf. format, and additionally, the financial proposal in excel format as well. Please specify in the email subject the title of this Request for Proposals.

OR

2. via postal system or courier service to the Swisscontact postal address: P.O. Box 2891 Tiranë, in hard copy, sealed in a covering envelope, addressed as per this notice. The application must contain an additional soft copy in a USB memory stick/ CD/DVD of the required documents. Please specify in the envelope the title of this Request for Proposals.

The interested applicants can send their questions to al.info@swisscontact.org by *May 26, 2022, 17:00*. The deadline for submitting responses will be *May 27, 2022, 17:00*. The subject line of the application e-mails to be sent to the above e-mail account MUST contain the name/reference of the application.

COMMUNICATION WITH THE APPLICANTS

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. Responses to requests for clarification must be shared with all applicants in BCC mode of email or the response to be uploaded in the website.

EVALUATION OF PROPOSALS

An evaluation panel, consisting of no less than 3 (three) members, will evaluate the applications as per the criteria informed in this procurement document. Swisscontact Albania will evaluate the applications received within the two weeks after the deadline of RfP application.

The offers will be evaluated according to the following conditions:

1. Technical proposal: 60%
2. Previous experience: 10%
3. Financial offer: 30%

Swisscontact reserves the right to cancel a procurement process, accept or reject bids without notifying the reasons to the bidders. It also has the right to ask one or more of the bidding organizations to resubmit and/or revise its bid.