

REQUEST FOR CONSULTANCY SERVICES Service Contract (SC)

“Supporting the design and implementation of a model and a process for the inclusion of LLL qualification into Albanian NQF”

Project Unit: RisiAlbania – Partner for Growth

Project: “Making the Labor Market working for Young People” funded by Swiss Development Cooperation

Location: Tirana

Estimated duration: June 2023-August 2024

1. Background

RisiAlbania is a project of the Swiss Agency for Development and Cooperation (SDC) and implemented by a consortium consisting of HELVETAS Swiss Intercooperation and Partners Albania. The overall goal of the 3rd phase of the project is to contribute to an increase in employment opportunities for young women and men (age 15-29) in Albania. This goal will be achieved through: (i) Enhanced growth and job creation by the private sector in three selected subsectors (agribusiness, tourism, and ICT), (ii) Improved career guidance and job intermediation services, (iii) Improved and developed skills of young women and men through market-oriented private non-formal skills training programs.

Under skills development component RisiAlbania promotes innovation in the design and delivery of non-formal training, leading to further improvements in the range, quality, and relevance of non-formal training opportunities available to young people.

In this view, following the referencing of the National Qualifications Framework to the European Qualifications Framework by October 2021, RisiAlbania will support NAVET in the process for involvement of non-formal qualifications into the Albanian Qualifications Framework.

To be included in the AQF, qualifications will have to meet certain quality criteria such as meeting labour market and social demands.

The project support will be directed to both NAVETQ for operationalization of the legal framework for involvement of lifelong learning qualifications into the Albanian Qualifications Framework, and a sample of training providers to become compliant with criteria to include their qualification in the Albanian qualification framework.

A road map involving the following task has been drafted by NAVETQ in cooperation with the

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international consultant:

1. Desk-review for mapping good practices on how to integrate Lifelong Learning qualifications (*short-term modular qualifications, e.g. LLL quals*) into National Qualifications Framework in EU member-states
2. Raising awareness of potential providers of LLL quals on the Albanian Qualifications Framework structure and levels, and related quality assurance mechanisms for Vocational education and training (VET) institutions, including accreditation of providers and qualifications
3. Drafting the conceptual framework for establishing the procedures including the evaluation of the application of providers for the delivery of LLL quals.
4. Design and monitoring of an application process complying with the defined criteria set by the DCM, ensuring its integration with the overall Quality Assurance for VET institutions in Albania, and seeking for its interoperability with other existing e-platforms.
5. Piloting the first round of applications with a limited number of potential applicants covering different education sub-sectors (VET), levels of qualifications (AQF levels 2 to 5) and specific economic sectors; and the respective pilot implementation of LLL quals programs by the selected providers.
6. Reviewing the application model and process implemented as well as the first round of provision of LLL quals by conducting an-ongoing evaluation of the different phases of the application, tools used and of the delivery of the first round of LLL quals programs.
7. Adjusting the process and procedures for the First full round of applications at national level according to the results of the review.
8. Design monitoring process, including procedures and instruments post inclusion of LLL quals.

2. Objective of the consultancy

To support NAVETQ, RisiAlbania is now looking to engage the Local consultant (Contractor) to work closely with an international consultant to support the design and implementation of an operation model according to the roadmap, for the “Inclusion of Lifelong Learning Qualifications according to the AQF levels in Albania. The local consultant will cooperate closely with NAVETQ responsible staff and international consultant.

3. Expected Output

Following the tasks included in the road map described at session 1, the Local consultant is expected to:

1. Support on the desk-review and mapping exercise and presentation
2. Design and deliver the raising awareness sessions to potential providers of LLL quals and training of the training provider. The training concept should include: Albanian qualification

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- system; Albania Qualification Framework, structure, levels typology of qualifications; standard of professions, qualification, curricula,
3. Ensure compliance with Albanian legal requirements of the conceptual framework and support the organization of the validation workshop on the draft conceptual framework
 4. Support the development of the application and assessment processes: elaborate technical documents and monitoring report; build capacities of a sample private provider as per training program co-designed with the international expert and NAVETQ on mechanism of involvement of the quals in the AQF, and quality assurance; introduce the self -assessment matrix, as a process of quality assurance that precedes the accreditation; building capacities of the assessors; support the first round of applications; data collection and analysis for the review of the application and assessment process and organization of the final workshop with the private providers and NAVETQ.
 5. Collect data and analysis from the private providers to support an ongoing evaluation of the different phases of application and of delivery of the first round of LLL quals
 6. Support the final set up of the full implementation of the process.
 7. Design monitoring process, including procedures and instruments post inclusion of LLL quals

4. Deliverables

The Consultant should deliver:

- D1. Input report of good practices of LLL quals integration into the AQF as required by the NAVETQ. June-July 2023
- D2. Set of raising awareness sessions for LLL quals providers and the respective programs and relevant presentations/documents. July-October 2023
- D3. Input on legal compliance of the draft conceptual framework, and on drafting the conceptual framework, the agenda, and documents of the validation workshop. July-September 2023
- D4. Technical specifications for the e-application and assessment process (technical documents and monitoring report) elaborated with international expert ensuring its integration with the QA mechanisms adopted by NAVETQ; Capacity building activities for training providers and assessors; Report providing data related the application process. July 2023 - April 2024
- D5. Input in technical report on application process revised and adjusted as required NAVETQ. November 2023- May 2024
- D6. Input on the review report of the LLL quals implementation, and implementation plan as required by NAVETQ. May-August 2024
- D7. Inputs on monitoring procedures and respective instruments.

8. Consultancy profile:

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The below requirements apply to the whole team. Submitted CVs must show how these requirements are met.

- Strong experience with skills and qualification development, qualification system
- Very good knowledge of VET legal framework, AQF
- Previous experience working with NAVETQ is preferable
- Strong analytical skills;
- Experience in developing similar consultancy
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9. Management and reporting:

For the duration of the contract, the Consultant will report to Component Team Leader and Intervention Manager (IM). The consultant will work closely with NAVETQ assigned person. The IM may accompany the Consultant in several meetings with NAVETQ and other stakeholders and will be kept informed during the research process.

- The scope of the work of the Consultant does not foresee using the premises of the project but does not exclude the possibility when the need arises.
- Besides the expected deliverables mentioned in point 4 of these ToRs, the Consultant is expected to biweekly communicate online with the IM informing, updating on the timetable of next activities and when possible, coordinating joint ones.
- Upon completion of deliverables, respective presentations are held and after feedback from RisiAlbania, the deliverables are finalized.

10. Documents to be included in the offer submission:

➤ Work proposal

Describe briefly:	
The reasons why you are the best candidate to successfully complete the assignment.	Free format
The methodology and activities you would use to successfully complete the assignment.	Free format

- Financial proposal (free format) - The fee proposed shall include all the taxes.
- Up-to-date CV of consultant(s) / Profile of organization, documentation of relevant previous experience and contact details of the respective candidate's/team elements.

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The proposals shall be submitted in English in hard copy and soft (on USB stick) in closed and stamped envelope to the address given below, by 23rd of June 2023 at 12.00. Only proposals handed in within the indicated timeline will be considered.

RisiAlbania,

Rr. Ismail Qemali, P.18, H.3, Ap.15,

Tirana, Albania

Tel.: +355 4 2248527

For any questions you might have related the application, please, contact info@risialbania.al

9. Candidate assessment and selection

The selection of the Consultant will be evaluated based on a cumulative analysis of the fulfilment of the evaluation criteria. The contract will be awarded to the Consultant getting the best technical-economic combination based on the evaluation criteria below:

Evaluation criteria	Maximum score per requirement
Experience in developing similar consultancy	25
Financial offer	25
Accuracy and reliability of plan and activities suggested completing the assignment.	30
Technical skills, background of the team members	20
Total	100

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