

**REQUEST FOR CONSULTANCY SERVICES**  
**Service Contract (SC)**

**“Research to explore and analyse prevailing financing models and recommend the implementation of feasible financing models in ICT, Tourism and Agribusiness Skills Development”**

**Project Unit:** RisiAlbania – Partner for Growth

**Project:** “Making the Labour Market Work for Young People” funded by Swiss Development Cooperation

**Location:** Home based

**Estimated duration:** mid-October - beginning of January 2019

**Deadline to submit Application: 6<sup>th</sup> November 2018**

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## 1. Background

The RisiAlbania project is supported by the Swiss Agency for Development and Cooperation SDC and implemented by a consortium consisting of HELVETAS and Partners Albania. RisiAlbania was initiated in 2013. Phase I of the project ran from November 2013 to October 2017. Currently the project has commenced with Phase II, which will last 4 years (November 2017 to October 2021). The goal of the project in Phase II is to contribute to employment of young women and men (age 15-29) in a socially inclusive and sustainable way. The 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 and (iii) improved and developed skills of young women and men through market-oriented private non-formal skills training programmes.

Three sectors agro-processing, tourism and ICT have been identified with great potential to create employment for the youth and are expected to grow fast in the next few years, if existing constraints are tackled effectively. Private sector companies consistently identify low non-appropriate skill levels amongst the labour force as one of the key constraints to business growth. On the other hand, financing mechanisms for skills development seems to be one of the constraints for the training market to use its potentials, while employers do not prefer to invest in training of new recruits.

RisiAlbania is interested to look at the opportunities to support the diversification of sustainable financing models of non-public, non-formal training, which will also increase the inclusiveness of the training programs towards lower-income population and particularly youth.

## 2. Objective of the consultancy

The purpose of this consultancy assignment is to explore and analyse prevailing financing models, and eventually recommend the implementation of new feasible models in ICT, tourism and

Agribusiness skills development. These models should help increase the outreach and inclusiveness of the non – public, non -formal training programs.

The results and recommendations of this assignment will serve as a basis for future interventions for RisiAlbania project to tackle effectively the diversification and sustainability of non-public and non-formal training funding.

Risi Albania defines the target population of non-public, non-formal training providers as those formally registered with the Albanian authorities and in possession of the relevant licenses by the competent authorities.

### **3. Expected Output:**

The research will identify and analyse the existing financing models of the non-public, non-formal training market in the three target sectors, which are defined below:

- Agribusiness;
- Tourism, catering and hospitality sectors;
- ICT, including IT services, Telecommunications and BPOs.

In addition, the research will explore and assess the feasibility of potential financing models, which can be implemented in the above-mentioned training market in a sustainable way.

Research will include:

A) Review and analysis of the variety of funding models applied so far:

- Identification and analysis of available financial sources for non-public, non-formal training. Evaluate the extent to which training providers have knowledge/use these sources.
- Identification and analysis of financing models employed by non-formal training providers so far. Evaluation of success factors and impediments.
- Documentation of successful financing models used by non-formal training providers in cooperation with employers.
- From the perspective of training providers, the consultant will identify key benefits, interest and driving incentives of businesses towards skills development of their potential employees. Such input will be validated in direct interviews with at least 6 employers.
- Evaluate the involvement and business interest of finance institutions on developing products targeting skills development market.
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B) Recommendations on how to support implementation of new models and further promote and disseminate proven and viable financing models of non-public, non-formal training providers:

Provide recommendations to RisiAlbania on how to use financing models to support qualitative and quantitative business growth of non-formal training providers with the objective to increase employability and job placement of trained youth:

- Provide various financing models and develop the feasibility of their implementation. This be evaluated on the regulatory aspects as well.

### Partner for Growth

- Identify opportunities for implementation of proposed financing models in a cooperation of employers with non-formal training providers.
- Provide advice on how non-public training providers can be responsive to the needs of socially excluded and marginalized youth. This be evaluated on the regulatory aspects as well.

#### 4. Methodology

The consultant is expected to use a wide range of methods but shall use at the least the following methods as appropriate:

- *Desktop Research*: the consultants will review and analyse relevant secondary sources documents.
- *Direct Interviews*: the consultant will conduct interviews with private non-formal providers from each sector, businesses and other key stakeholders like line ministries, donors, associations,

#### 5. Deliverables

The Consultant will provide an analytic report (20 pages + annexes), elaborating the issues mentioned above (see expected output). The report should include and not be limited to the following:

- Executive Summary that includes main findings, conclusions and recommendations;
- A description of methodology used;
- Main findings and the analysis;
- Conclusions, based on the findings and their analysis;
- The recommendations, clearly linked to the conclusions;
- Report shall make reference of the sources used, like different reports, literature, websites, interviews, etc.

The Annexes of the report shall include:

- The Terms of Reference
- List of abbreviations
- List of documents and bibliography
- Contact list of people interviewed (names, organization, function, experience in...)

The Consultant will present the findings and recommendations in a de-briefing workshop with Risi.

#### 6. Consultancy profile

The ideal candidate/team for this position will be assessed according to the following requirements:

- Previous experience in conducting similar research;
- Solid knowledge about non-public non-formal training market;
- Solid knowledge (direct experience is of advantage) of skills development aspects of management, financing, design, planning, assessment, quality assurance.
- Excellent communication in English, both in speaking and writing;
- Strong analytical skills – gender and social equity analytical skills are an asset;

## 7. Management and reporting

For the duration of the contract, the Company will be assigned the Component Lead and Intervention Manager (IM), for reporting and accountability. The IM may accompany the Consultant in several meetings with stakeholders and will be kept informed during the research process. The Consultant will work closely with the Component Lead and IM for the inception of the study and periodically meet according to a reporting plan which will be agreed upon during inception meetings.

- The responsible body representing RisiAlbania is the Project Manager / Project Director of the project but the Component Lead will be the managing partner.
- 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 reports mentioned in point 5 of these ToR, the Consultant is expected to weekly communicate online with the IM informing, up-dating on the timetable of next activities and when possible, coordinating joint ones.
- In addition to the expected reports, the Consultant should provide biweekly notes to the IM with a progress report (to be further elaborated together), a draft report presentation, and after integrating all the feedback from RisiAlbania, the consultant delivers a final debriefing power point presentation of the findings.

## 8. Documents to be included in the offer submission

### a) Work proposal

Describe briefly:	
The reasons why you are the best candidate to successfully fulfil the service requested	Free format
The methodology or activities you would use to successfully fulfil the service or activities requested	Free format

### b) Financial proposal (free format)

The proposed fee shall include all the taxes.

- c) Latest CV of consultant/organization, documentation of relevant previous experience (if possible) and contacts of the respective references.

**The proposals shall be submitted in English in hard copy and soft (on stick) in closed and stamped envelope to the address given below, by 6<sup>th</sup> November 2018, at 17.00 o'clock. 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 Ms. Ermira Shyti, by email: [ermira.shyti@helvetas.org](mailto:ermira.shyti@helvetas.org).

## 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
Previous experience in skills development (management, financing, design, planning, assessment, quality assurance).	30%
Financial Offer	30%
Quality of planning, methodology and activities suggested for completing the service.	40%
<b>Total</b>	<b>100%</b>