

TERMS OF REFERENCE

For an institution/ company/Institutional contractor to enhance the capacities of Vocational Training Centers, Employment Offices, and employers to effectively implement the Traineeship Programmes in the framework of the implementation of the Youth Guarantee in Albania.

1. BACKGROUND AND CONTEXT

Since its launch in 2013, the Youth Guarantee has supported millions of young people across the European Union (EU) to find a job, a traineeship, an apprenticeship or continue education. Yet despite this, too many young girls and boys Europeans are still unemployed. Across the EU, more effort is needed so that all young people can benefit from quality offers under the Youth Guarantee.

In the framework of initially piloting and subsequently scaling up the Youth Guarantee in Albania, UNICEF, in partnership with UNDP and with financial support from the EU, is implementing the EU for Youth (EU4Youth) project.

“EU for Youth” project expected impact is to improve the employability of young boys and girls not in employment, education, or training through the implementation of Youth Guarantee scheme in Albania. The three outcomes and eight outputs of the project are cross-communicating, i.e., are designed to ensure internal coherence and maximize collaboration and learning between the measures, that in the end they add value and contribute to the achievement of the expected impact.

Outcome 1: Enhanced inter-institutional capacities to effectively implement and govern the Youth Guarantee in Albania

Outcome 2: Strengthened local engagement and partnerships that effectively support the integration and retention of vulnerable NEET youth in the labour market through well-monitored and adaptive Youth Guarantee programmes.

Outcome 3: Enhanced capacity and effectiveness of VET systems in producing a skilled workforce prepared to contribute to the green economy, with reduced student drop-out rates and increased engagement with the private sector.

The Ministry of Economy, Culture and Innovation (MoECI), a key stakeholder in implementing the Youth Guarantee (YG) program, has designed and approved a new Employment Promotion Programme, specifically the Traineeship Programme, targeting young NEETs (girls and boys) who are part of the Youth Guarantee Scheme. The National Agency for Employment and Skills (NAES) is finalizing the

¹ Assigned by UNICEF Procurement section.

internal regulation that outlines the roles, responsibilities, procedures, and formats to be used during implementation.

This complex programme requires close coordination and cooperation between employment offices and vocational training centers. It also demands improved capacities of the staff involved in implementation, as well as the partner employers (private sector). The program introduces a model where training predominantly occurs at the workplace (80%), with only the theoretical component delivered in a classroom setting at the VTCs (20%).

The key sectors initially benefiting initially from this model include Hospitality and Tourism (kitchen and restaurant services, hotel hospitality services, touristic guides); Construction (hydraulic, electric services); green economy promotion.

2. JUSTIFICATION

Given the complexity and innovative nature of the Traineeship Programme, there is a critical need to enhance the capacities of Vocational Training Centers, Employment Offices, and partner employers to ensure effective implementation. This initiative requires a significant shift from traditional training models to a more integrated approach, combining workplace-based training with classroom-based theoretical instruction. Effective coordination between various stakeholders and improved capacity-building efforts are essential to meet the program's objectives and ensure its success. Enhancing the capacities of these institutions will not only support the effective implementation of the Traineeship Programme but also contribute to the overall success of the Youth Guarantee Scheme in Albania, ultimately reducing youth unemployment and promoting sustainable employment opportunities for young NEETs.

3. PURPOSE

The purpose of this assignment is to enhance the capacities of Vocational Training Centers, Employment Offices, and employers to effectively implement the Traineeship Programmes.

4. OBJECTIVES

This institutional contract envisages the following tasks:

- Design a comprehensive capacity development programme that outlines the essential skills and knowledge needed by Vocational Training Centers, Employment Offices, and employers for implementing the Traineeship Programmes.
- Organize and deliver training sessions for stakeholders in the three pilot municipalities, also incorporating elements of soft skills and foundational skills.
- Design a robust Monitoring and Evaluation framework specifically for the Traineeship Programmes. This will include key performance indicators, data collection methods, and evaluation timelines.
- Propose amendments or improvements to the traineeship model, ensuring it is optimized for wider application in close collaboration with key relevant stakeholders and UNICEF.

5. TARGETED AUDIENCES

The audiences we would like to reach are:

- Professionals working in the Vocational Training Centres, Employment Offices, and employers for implementing the Traineeship Programmes.
- Youth not in employment, education or training (NEETs) with a focus on girls, who will benefit from the Traineeship Programmes;
- Private sector stakeholders in the three targeted municipalities: Shkodër, Tirana, Vlorë.

6. DESCRIPTION OF THE ASSIGNMENT (STATEMENT OF WORK)

This assignment aims to engage a contractor capable of executing all planned activities according to the specifications outlined in the following section. The selected institution or company will work under the guidance of UNICEF, NAES, and other relevant stakeholders involved in the “EU4Youth” project. Their role is crucial for the effective delivery of the Traineeship Programme and other related activities, ensuring alignment with the project’s objectives and successful implementation of the Youth Guarantee in Albania. The contractor’s expertise will be instrumental in meeting the program’s requirements and achieving its goals.

6.1 KEY DELIVERABLES AND TIMEFRAME

DELIVERABLE 1 – Design a comprehensive Capacity Development Programme (CDP) that outlines the essential skills and knowledge needed by Vocational Training Centres, Employment Offices, and employers for implementing the Traineeship Programmes.

Tasks:

- a.) Rapid assessment of the current capacities of the implementing partners conducted:
 - Conduct an assessment to identify skill gaps and training needs for Vocational Training Centres (VTCs), Employment Offices (EOs), and employers regarding the Traineeship Programme.
 - Engage stakeholders (girls/boys) in focus groups to gather feedback and understand their needs.
- b.) Development of the CDP with the training material for each of the partners:
 - Design a detailed curriculum that addresses identified needs, including both technical and soft skills with gender transformative elements.
 - Incorporate best practices from similar training programmes in other regions or EU countries.
- c.) Validation workshop
 - Organize a workshop with all key stakeholders (young NEETs/ girls and boys youth groups representatives included) to validate the proposed curriculum and gather feedback for adjustments.
 - Document the feedback received and adjust the curriculum accordingly.

Actor: – Contracted entity

Completion Date: November 2024

DELIVERABLE 2 – Organize and deliver training sessions for stakeholders in the three pilot municipalities, also incorporating elements of soft skills and foundational skills.

Tasks:

- a.) Identify suitable venues for training in the three pilot municipalities and coordinate logistics for trainers and participants.
- b.) Mobilize trainers with relevant expertise in dealing with vocational training centers, employment offices, private sector but also in soft skills.
- c.) Conduct a preparatory workshop/meeting for trainers to align on training objectives, content, and delivery methods.
- d.) Organize and deliver training sessions for each of the stakeholders (VTCs, EOs and private sector) in the pilot municipalities, focusing on essential skills and foundational skills.
- e.) Prepare a detailed report summarizing the training sessions, including feedback, attendance, and key takeaways.
- f.) Provide recommendations for future training sessions and continuous improvement.

Actor: – Contracted entity

Completion Date: – 30 March 2025

DELIVERABLE 3 - Design a robust Monitoring and Evaluation framework specifically for the Traineeship Programmes. This will include key performance indicators, data collection methods, and evaluation timelines.

Tasks:

- a.) Define a set of KPIs to measure the success of the Traineeship Programmes. Ensure the KPIs align with the programme's objectives and stakeholders' expectations.
- b.) Establish a timeline for monitoring and evaluating the programme, indicating key milestones and checkpoints. Align the timeline with the programme's phases and deliverables.
- c.) Involve stakeholders in the M&E process to ensure their feedback is considered.
- d.) Organize a workshop with key relevant stakeholders to discuss M&E results and gather input for continuous improvement.
- e.) Prepare documentation of the M&E framework, including KPIs, data collection methods, and evaluation timelines.

Actor: – Contracted entity

Completion Date: – 30 April 2025

DELIVERABLE 4 - Propose amendments or improvements to the traineeship model, ensuring it is optimized for wider application.

Tasks:

- a.) Analyze the existing traineeship model to identify strengths, weaknesses, opportunities, and threats.
- b.) Gather feedback from stakeholders, including VTCs, EOs, and employers, to understand their experiences with the current model (document learning and suggestions for improvement).
- c.) Conduct consultations with key stakeholders to discuss proposed amendments or improvements.
- d.) Gather feedback and ensure that any changes align with stakeholders' needs and expectations.
- e.) Compile a comprehensive list of proposed amendments or improvements to the traineeship model.
- f.) Prepare a detailed report outlining the proposed amendments or improvements, including justification and expected outcomes.

Actor: – Contracted entity

Completion Date: – 30 April 2025

All materials are expected to be including accessibility features by UNICEF: low-literacy friendly and culturally and gender sensitive and include the perspectives of target groups/audiences (girls and boys). All materials must be visually representative and inclusive of all accessibility features young people/people with disabilities, genders, ages and ethnicity.

7. REPORTING REQUIREMENTS

The Company will report to the Education Specialist at UNICEF for content approval. All deliverables will also be consulted with the ministry involved/NAES. The periodic reports will be prepared in English and shall include clear information about the activities performed and results achieved against the initially planned deliverables. The reports in hard copy, is contingent to the approval by the Education Specialist.

8. LOCATION AND DURATION

The exact dates for starting and ending the contract will be negotiated upon awarding the contract. The company will develop activities according (deliverables described above) in close collaboration with UNICEF team.

Tentative starting date: September 2024

Foreseen as final date for the contract: 1 May 2025

Target audience: Professionals working in the Vocational Training Centres, Employment Offices, and employers for implementing the Traineeship Programmes; Youth not in employment nor in training (NEETs) who will benefit from the Traineeship Programmes; Private sector stakeholders in the three targeted municipalities: Shkoder, Tirana, Vlore.

Geography: National Level and specifically the municipalities of Shkoder, Tirane, Vlore

9. QUALIFICATION REQUIREMENTS

- Solid track record in developing and implementing manual/guidelines/other relevant documents in the area of lifelong learning, traineeships, apprenticeships etc (at least 5 years);
- Ability to set up a professional team suitable for designing the methodology, capacity building process to reach the targeted institutions and design of the M&E framework of the traineeship model.
- Firsthand experience of the entity applying or individuals part of the team in active measures for employment ;
- Demonstrated Expertise of the company in working on M&E.
- Ability to deliver products on time and within budget.
- Experience of work with government counterparts and international organizations, UN agencies will be an advantage in the areas of skills development, transition from learning to earning, entrepreneurship, traineeships with focus on young people aged 15-29 years old.

10. WHAT TO SUBMIT IN THE TECHNICAL PROPOSAL ENVELOPE?

- The applicants must submit to the UNICEF Albania office for review the following required documents. The documents must be filed in the order and with numbers stated below.

1. Request for Proposal for Services Form, sorted out from the solicitation document, printed and filled in by the company detailing the methodology and a simple action plan on how the project will be implemented including:

Max 8 pages

- clear methodological approach to reach the objectives,
- an activity plan, including timeline for completion of key deliverables as per ToRs requirements
- clear description of responsibilities of proposed staff and management

2. Corporate profile /summary of previous working experience (example of similar assignments) max 4-5 pages;

3. Organization's / institution's registration in the court, (if applicable).

4. Copy of the NIPT and Simple extract released by NCB, if applicable.

5. Licenses and other work-related certificates obtained by the institution/company.

6. List and CV-s of project coordinator, staff and experts proposed to be engaged in the implementation of the assignment and description of their proposed positions and responsibilities, including as requested expertise in the field of skills development, transition from learning to earning, entrepreneurship, traineeship etc.

11. WHAT TO SUBMIT IN THE FINANCIAL PROPOSAL ENVELOPE?

1. Financial proposal - Please indicate an all-inclusive cost (the total estimated budget) in LEK, VAT must be Excluded.

2. Breaking down all cost implications for the required services detailed as per list of deliverables.

UNICEF is looking for an application which will consider and provide actions/solutions for ALL TASKS and DELIVERABLES REQUIRED at respective TORs, so the companies must propose a budget that will covers all necessary activities.

In that prospect, only the financial proposals that will cover each deliverable/ activity specified in technical proposal (which must be in alignment with the TOR), will be considered as acceptable and will be further evaluated by points.

The financial proposal must be broken down in accordance with stated list of deliverables.

12. EVALUATION PROCESS, METHOD AND CRITERIA

CRITERIA FOR ASSESSMENT OF THE PROPOSAL

In the cumulative analysis evaluation, the respective importance between technical and commercial scores will be waited as 70/30 report.

- **TECHNICAL CRITERIA – 70 %**

The quality of technical proposals will be evaluated in accordance with the award criteria and the associated weighting as detailed in the evaluation grid below.

Include Technical evaluation criteria (Rank as per most important)

1. Overall Response (e.g., the understanding of the assignment by the proposer and the alignment of the proposal submitted with the ToR);	20 %
2. Proposed Methodology and Approach (e.g. Work plan showing detail sampling methods, project implementation plan in line with the project)	40 %
3. Company expertise and Key Personnel	40 %

- **FINANCIAL CRITERIA – 30 %**

UNICEF is looking for an institution which must complete all the required deliverables, specified in the TORs and will submit each of the required deliverable in due time as per ToRs terms and conditions.

In that prospect, UNICEF assumes that proposed budget submitted by the applicants will cover all the required deliverables and related activities.

Only the financial proposals that cover all the required deliverables and related activities, as described in the TORs will be further assessed for the financial proposal in terms of value.

The Applicants are requested to provide the following detailed information:

a) an all-inclusive proposed budget in the currency required in the solicitation document, and VAT Excluded;

b) an all-inclusive proposed budget detailed and aligned to the deliverables stated in the TOR and as per following scheme:

- Cost for completion of the Deliverable 1*
 - itemized (break down) cost implications for completion of the deliverable 1;*
- Cost for completion of the Deliverable 2*
 - itemized (break down) cost implications for completion of the deliverable 2;*
- Cost for completion of the Deliverable 3*
 - itemized (break down) cost implications for completion of the deliverable 3.*
- Cost for completion of the Deliverable 4*
 - itemized (break down) cost implications for completion of the deliverable 4.*

13. PROJECT MANAGEMENT

The contract will be supervised by the Education Specialist in UNICEF Albania.

14. PAYMENT SCHEDULE

- First Payment - 30 % of total contract - Upon satisfactory completion of the Deliverable 1
- Second Payment - 50 % of total contract - Upon satisfactory completion of the Deliverable 2, 3
- Third Payment - 20 % of total contract - Upon satisfactory completion of the Deliverable 4.

15. SUBMISSION OF APPLICATIONS

The application, including all documents requested in the present TORs must be sent to UNICEF email address: albprocurement@unicef.org

Applications must be submitted in English.

1.5 Award Notification. UNICEF will only notify the Bidder(s) that has/have been awarded the Purchase Order(s) resulting from this solicitation process; UNICEF may, but is not required to, notify the other Bidders of the outcome of this solicitation process

Only shortlisted applicants will be informed on the outcome of their submissions by communication sent out to the email address that will be indicated in their submission package.

Full instruction on the mode and time of submission could be found in the respective solicitation document.

Developed by:

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Date:

Approved by:

Edina Kozma
Deputy Representative

Date: