

Request for Proposal: The delivery of services that prioritize training and empowerment activities for young individuals.

Location	Kukës, Tropojë
Type of Contract	Service Contract
Services Requested	<p>The delivery of services that prioritize training and empowerment activities for young individuals ,in the frame of this service contract the identified service provider will be responsible:</p> <ul style="list-style-type: none"> - to deliver training on digital marketing and create opportunities for young persons to have an apprenticeship in national / international companies. - to empower women from marginalised groups, by providing them with skills that will facilitate their integration into the labor market and encourage entrepreneurial activities. - to enable and facilitate the implementation of the youth engagement activities (as per youth proposals and fields of interest).
Reference number	NP-27SEP2024
Issue date of the call	27 September 2024
Procurement Process	One step process - only full proposals will be considered
Number of potential successful offerors	(1) One
Eligible applicants	Registered entities
Submission Deadline	11 October 2024, 17:00
Deadline for submitting questions & receiving answers	<p>Questions can be sent at np.admin@swisscontact.org by 08 October 2024, end of business day.</p> <p>Answers will be provided by 09 October 2024, end of business day.</p>
Tentative starting date of service	16 October 2024
Estimated contract timeframe	21 October 2024 – 07 March 2025

Service providers report to	Component coordinators / Team leader
Maximum limit of the financial proposal	The financial offer submitted from the interested service providers should not be more than 4,800,000 ALL (including all the eligible costs and VAT amount).
Package of Application	<ul style="list-style-type: none"> ➤ Eligibility. Criteria related documents (as explained in the Eligibility Criteria above section). Including Company NUIS certificate (copy) and Extract from NBC ➤ Technical Proposal: <ul style="list-style-type: none"> • Company profile/CV shortly describing the profile and previous experience related to this call; • Short bio of the proposed working team; • Proposed methodology and curricula outline for organising and developing of each of the interventions • An operational work plan/timeline for the completion of the assignment; • A declaration of abstinence from using primary or secondary data in this assignment, that have been previously collected in other assignments; ➤ Financial Offer: <ul style="list-style-type: none"> ○ Detailed proposed budget; (to include means of documentation of expenses as specified in the budget); ○ Entity bank account, which will be receiving the payment after the delivery of the Deliverables. ○ Co-Financing. Applicants will be encouraged to secure co-financing of 15% of the total amount requested in the open call. Include examples of co-financing sources such as transportation, rent, expert fee, local guides etc. ○ Financial Proposal must be submitted disaggregated by operative costs. Lump Sums will not be accepted. Please provide a description of items and prices per unit. Prices shall be provided in ALL. VAT amount to be indicated separately.
Where to send applications	All applications will be submitted in hard-copy, sealed in a covering envelope, to the Swisscontact, Projekti “Perspektiva te Reja”, Vila “Cengu”, Rruga e Turizmit të ri, Lagja 5, Kukës, by the deadline above mentioned. The outside of the envelope

must clearly note the Request for Proposal reference number: “NP-27SEP2024”. All documents should be duly filled, signed and/or stamped.

1. Background

[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. Swisscontact is implementing “Perspektiva të Reja” Project in Kukes, Has, Tropoje and Diber Municipalities. The Perspektiva të Reja project (NP Project), funded by the UK Government and implemented by Swisscontact with TAG International, aims to reduce the number of Albanians who migrate to the UK via irregular means. The project focuses on changing attitudes, creating economic opportunities, and improving the enabling environment for economic development and the social contract.

2. Context of the Assignment/Rationale

NP Project needs to provide and implement three interventions as mentioned above in the request for proposal. During the implementation of the project and the interventions realised from the project it is noticed the need of providing the young persons with skills, capacities and providing them with the opportunity to access the labour market. Vitalisation of the social and cultural life of young persons as well as enabling them to propose and organise on their own youth activities. Based as well on the recommendations coming out from the inception studies developed within the project location it was clearly mentioned and put into attention the importance of having in the municipalities:

- strategy and an action plan for on-job training of local employees in selected professions such as cooks, tour guides, etc. Support upskilling and certification of local guides too.
- Provide coaching, mentoring, and technical advice to businesses supported by the project.

3. Scope of the work and Deliverables

New Perspectives aims to identify a local service provider aiming at:

- Capacity building / training on digital marketing and create opportunities for young persons to have an apprenticeship in national / international companies. At least two groups composed by 15 young persons each (1 for Kukes and 1 in Tropoja).
- Empowering of women from marginalised groups, by providing them with skills that will facilitate their integration into the labor market and encourage entrepreneurial activities. At least two groups of women and girls composed by

15 persons each (for Kukes). A needs assessment will be conducted with these team before starting their training or providing of the skills.

- Enabling and facilitating the implementation of the youth engagement activities. 4 youth activities in total, one for each municipality.

Deliverables for each of the intervention should include:

- Baseline questionnaires and data.
- Agendas of the activities (training, meetings, youth engagement activity etc.).
- CVs of the team responsible for organising and delivering of the activities.
- Ensuring all the documents related with the realisation of the interventions (booking of the premises, list presences for each activity, meeting etc.)
- Providing of the curricula for each activity.
- Handouts / curricula for each intervention.
- Selecting together with the NP team the candidates and provide in final the list of the selected candidates.
- Contracts with third parties / participants (as per discussions with NP team)
- Reporting in the end of the realisation of the activity.
- Approval from Component Coordinators for execution of the deliverables

4. Eligibility criteria

This call is opened for registered entities/companies/NGOs. In order to be eligible for the service, the service provider must satisfy the following obligatory requirements:

- Be officially registered at the national business center with respective required certificates (***NUIS and QKB extract documents to be provided***);
- Have **at least 3 years previous experience** as entity/company in related required services.
- Applicants will be encouraged to secure co-financing of 15% of the total amount requested in the open call.
- Have **at least 3 years previous experience** in providing reports writing resources.
- Have **proven field experience** in the municipalities where the NP project operates: Kukes, Has, Diber and Tropoje.

5. Documents to be submitted

- Eligibility. Criteria related documents (as explained in the Eligibility Criteria above section). Including Company NUIS certificate (copy) and Extract from NBC
- Technical Proposal:

- Company profile/CV shortly describing the profile and previous experience related to this call;
- Short bio of the proposed working team;
- Proposed methodology and curricula outline for organising and developing of each of the interventions
- An operational work plan/timeline for the completion of the assignment;
- A declaration of abstinence from using primary or secondary data in this assignment, that have been previously collected in other assignments;
- Financial Offer:
 - Detailed proposed budget; (to include means of documentation of expenses as specified in the budget);
 - Entity bank account, which will be receiving the payment after the delivery of the Deliverables.
 - Co-Financing. Applicants will be encouraged to secure co-financing of 15% of the total amount requested in the open call. Include examples of co-financing sources such as transportation, rent, expert fee, local guides etc.
 - Financial Proposal must be submitted disaggregated by operative costs. Lump Sums will not be accepted. Please provide a description of items and prices per unit. Prices shall be provided in ALL. VAT amount to be indicated separately.

The application MUST contain all required documentation, otherwise may be automatically eliminated by Swisscontact without a further request for clarification and/or completion.

6. Evaluation process

An evaluation panel, consisting of no less than 3 (three) members, will evaluate the applications as per the criteria informed in this tender document.

Proposals that meet the requirements, as stated above, will be evaluated with the following criteria:

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| • Technical proposal: | 50% |
| ○ Methodology proposed | 20% |
| ○ Human resource capacities | 20% |
| ○ Curricula outline including timeframe | 10% |
| • Company profile | 10% |
| • Financial Proposal: | 30% |
| • Co-Finacial | 10% |

Swisscontact reserves the right to cancel a bidding 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 for clarifications regarding the bid.

7. Submission instruction:

The deadline of submission is **11 October 2024, 17:00**. Please note that in case your offer will be sent later than the deadline for submission, Swisscontact may decide to disqualify your submission and not consider this eligible for further phases of evaluation. All applications will be submitted in hard-copy, sealed in a covering envelope, to the Swisscontact, Projekti “Perspektiva te Reja”, Vila “Cengu”, Rruga e Turizmit të ri, Lagja 5, Kukës, by the deadline above mentioned. The outside of the envelope must clearly note the call reference number: “NP-27SEP2024”. All documents should be duly filled, signed and/or stamped.

8. Communication with the bidders:

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. The interested applicants can send their questions to <mailto:np.admin@swisscontact.org> by 08/10/2024, *EOB*. The deadline for submitting responses will be *09 October 2024*.