



This project is funded by
the European Union



MNE-ALB

IPA CROSS-BORDER COOPERATION PROGRAMME
MONTENEGRO-ALBANIA 2014-2020

Terms of Reference for:

Engagement of expert to conduct training on Vocational Education Training (VET) courses on the project “Pathways to Career Development (PCD): Preparing Albanian and Montenegrin Youth for Career Opportunities in the Tourism Sector” (CFCU/MNE/I64)

December 2021

Service title	Engagement of an expert to conduct training on VET courses on the project „Pathways to Career Development (PCD): Preparing Albanian and Montenegrin Youth for Career Opportunities in the Tourism Sector”
Location/Country	Montenegro
Organization	“Bratstvo - Jedinstvo” School
Project	Pathways to Career Development (PCD): Preparing Albanian and Montenegrin Youth for Career Opportunities in the Tourism Sector
Time frame duration	January - May
Contract start date	January 2022
Deadline for submission of bids	January 14th, 2022

Background information

“Bratstvo –j edinstvo” is a high school both comprehensive and vocational. A large number of students finish and graduate from this high school every year. All of our students are well prepared and trained to work in different sectors of tourism. With a qualified educational teaching staff this school attend more than 800 students. Our school is in partnership with many projects financed by the European Union.

School”Bratstvo Jedinstvo”, World Vision Albania (as the Lead Applicant), New Horizon NGO in Montenegro and “Hamdi Bushati” school are implementing the project “Pathways to Career Development (PCD): Preparing Albanian and Montenegrin Youth for Career Opportunities in the Tourism Sector” financed by European Union

through the IPA II Cross-Border Cooperation Programme Montenegro – Albania 2014-2020. The target group of this project are 100 young people, especially from vulnerable groups, in Montenegro (Ulcinj) and Albania (Shkoder area) who are seeking employment or entrepreneurial opportunities as well as approximately 10 staff from professional schools in the same location. In the framework of the action, there will be organized VET courses based on youth needs (Activity 1.1.5). There will be organized 3 VET courses for 50 youth on skills needed to prepare them for the job market upon a tailored shaped (i) digital skillset for PR/marketing in the tourism sector, (ii) combining cultural heritage aspects and hospitality principles in the tourism sector and (iii) and sector manager

Purpose of the Service

The expected results of the project “Pathways to Career Development (PCD): Preparing Albanian and Montenegrin Youth for Career Opportunities in the Tourism Sector” are:

- 1 - Youth in the cross-border area of Montenegro and Albania are equipped with job readiness skills
- 2 - Youth in cross-border area of Montenegro and Albania explore new projects/business ideas matching job market requirements;
- 3 - Youth exchange, share best practices and explore new cross-border activities.

In the framework of the project youth were previously trained on research methodology and also did a research on the most required skills and jobs local business owners are most likely interested in. Findings from the research showed that apart from the main profiles such as cook, waiter etc., the local business was interested especially in IT expertise, digital marketing expertise and tourist guidance.

Therefore, the service required falls under result number one where it is expected to build/adapt an existing curriculum of xx courses (i) digital skillset for PR/marketing in the tourism sector, (ii) combining cultural heritage aspects and hospitality principles in the tourism sector and (iii) sector manager

After, the expert/group of experts who have built/adapted the curricula it is expected to deliver the trainings to 50 youth. Up to 35 youth will be able to choose to attend one of the courses according to their interest.

For this reason, School “Bratstvo Jedinstvo” is looking for an expert or team of experts to develop the abovementioned curriculum to help youth on building industry-oriented skills and competencies. Each course should be designed to have in total 5 topics (total 15 training topics)

Responsibilities of the Contracted Experts:

1. Develop three curricula on I- (i) digital skillset for PR/ marketing in the tourism sector, (ii) combining cultural heritage aspects and hospitality principles in the tourism sector and (iii) sector manager
2. Deliver the Curricula to youth – 15 training topics in total (5 per each curricula)
3. Develop pre and post-test in order to measure youth level of satisfaction per each curriculum delivered

Deliverables

In regard to the responsibilities above, the expert should submit by the end of the consultancy:

1. The curriculum on (i) digital skillset for PR/ marketing in the tourism sector, (ii) combining cultural heritage aspects and hospitality principles in the tourism sector and (iii) sector manager
2. The agenda of the training and training materials;
3. Facilitation guides for each training;
4. Data Collection Tools (questionnaires and/or pre-post-test analysis analysing knowledge gain of the participants);
5. Other means of Verification such as pictures and presence list from each training session
6. A report with key highlights from the training, successes and challenges from the process; included analysis from pre- post training; recommendations for the future to support the youth trained on their path to tourism development and employability).

Proposal / Documents required for submission

Please submit the following documents:

- A clear framework for the three developed curricula explaining the approach and typology of exercises/ activities to be included in the curricula design
- An expression of interest for the consultancy and sharing of roles and responsibilities of the group of expert/s members if applying more than one individual;
- CV highlighting the expertise of the applicants about VET courses, direct work with children and adolescents, previous expertise in trainings with youth; strong expertise in the area of tourism/ environmental/ cultural tourism etc;
- Previous references from other donors/ agencies/ organizations contacting the expert/ experts will be considered an asset;

- A self-declaration regarding conflict of interest (stating that the expert/s has no conflict of interest from its employer etc while delivering this consultancy);
 - The consultancy fee in total including all applicable taxes as per Financial Offer Form attached to this ToR. (Note: Applicants shall calculate their own transportation means and no WVA vehicle will be included in this consultancy).
 - Evidence of previous works resembling specifics in the ToR.
 - Must be cleared of legal disputes that ended in Court in the past three years. (Deshmia e penalitetit)
 - Sign the Supplier Code of Conduct.
 - References and/ or sample of similar works
- If you are a registered company / organization / agency, please also provide:
- Tax Registration number (NIPT)
 - Updated Extract generated from the National Registration Centre (QKR)
 - Provide last two years of audited financial statements or tax filing, or similar documents

General administrative information:

Technical proposal

In this part, the applicants will describe the approach and methodology for implementing the tasks. The proposal will include a statement outlining the rationale for the number and relevant experience of the experts that will be included for the service. Team composition and distribution of tasks should be a specific section of the technical proposal.

Financial Proposal

The applicants should provide a detailed budget for delivering all the tasks and activities foreseen in this call. The budget should, at least, distinguish between expertize days (fee days), and miscellaneous costs related with the preparation, presentation and printing of the final report.

**New Horizon NGO maintains the confidentiality of the offer and documentation you submit based on its strict procurement policies.*

Final Evaluation and Award of Contract

The contract will be awarded to the best technically acceptable proposal considering proposed prices.

The following formula will be used for combined technical and financial evaluation of proposals:

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 80, and

P = 20

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = S_t \times T\% + S_f \times P\%$.

Only Bidders that have passed the pre-qualification process of Technical and Administrative proposals will be considered for financial proposal evaluation.

Selection process

The proposals received will be evaluated according to the following criteria:

- Technical expertise as required in the ToR in the CV/s submitted (25 %)
- The developed methodology and tools on VET course (35%)
- The time-length to deliver the service (15%)
- Quality and previous evidenced experience on VET courses (25%)

Deadline for receipt of applications:

January 14th, 2022

Questions/requests should be made by December 26, 2021 to the following e-mail address: skola@sms-ul.edu.me.

APPLICATION PROCEDURE:

Bid submission end Date & Time

The deadline for submission of applications January 14, 2022 Hrs.**17:00** Applications should be sent by e-mail to the following address named "**Expert to conduct training on Vocational Education Training (VET)**" and name of the Expert.

NOTE: The Financial proposal and other required documents must be in PDF.

Notes related to World Vision Albania & Kosovo Child and Adult Safeguard Policy:

All people working for World Vision Albania and Kosovo, or visiting its programs are obliged to sign its Child and Adult Safeguard Policy and Behavior Protocols. This policy aims to create a child-safe organizational environment and is based on the principles of the UN CRC and its protocols.

Important note: The contract will be awarded to the winner upon submission of official documents that certify that the full team of the project – including field team – complies with the child protection rules and procedures. The selected applicant will be informed about the required documents before finalization of the contract.

Principles of child protection involve briefly but are not limited to:

- Treat children with respect and dignity
- Listen to children views and opinions
- Inform children parents/legal guardian/s and take a written consent before any interaction with children (this involves special written permission when it comes to photographs/videos)
- Be sensitive to the child age and maturity, cultural background and local social and family norms and respect them
- Dress in culturally appropriate way.
- Always be in the company of another adult (preferably parent/legal guardian or teacher) when meeting a child
- All visitors to WVA&K projects must be in accompany of WVA&K's staff.
- Do not abuse with children (sexual, emotional, psychological and physical abuse).

**Please note that World Vision Albania and Kosovo personnel and visitors are expected to report any suspicions of child abuse to the National Director immediately. WV has policy and procedures that respond to accusations, which allows for a process that respects all involved. World Vision Albania holds the position that adults are always responsible for their behavior with a child, even if a child is acting seductively.*