

**SC-PR-37 Terms of Reference (ToR) -ALB 2025 0087**  
**Trainers for Delivering Basic Skills to Project Target Groups**

**28-04-2025**

**Terms of Reference (ToR)**

Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

**Our vision:** A world in which every child attains the right to survival, protection, development and participation.

**Our mission:** To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

**Our values:** Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

Background information/context

The 'Skill Up – Pathways to Success' project, implemented under the EU for Labour Market Inclusion (EU4LMI) initiative funded by the European Union, aims to enhance the employability of vulnerable and low-skilled unemployed individuals. The project focuses on developing foundational literacy, numeracy, and digital skills among NEET youth, young mothers, social assistance beneficiaries, and persons with disabilities in the municipalities of Elbasan, Librazhd/Prrenjas, and Cerrik.

Objective

Save the Children is looking for several technical experts to deliver structured SCUL training modules in literacy, numeracy, and digital skills, based on standardized curricula, with the aim to increase the employability and inclusion of the target groups.

Location and official travel involved

Training sessions will be delivered in Elbasan, Librazhd, Prrenjas, and Cerrik.

### Services the Supplier will provide

Each contractor will be responsible for delivering training to the target groups in their assigned location(s), equivalent to one working day per week. The training hours may be distributed across multiple days, based on the SCUL module and the specific needs of each cohort. The training schedule will be coordinated in advance with the project staff to ensure consistency and alignment with project timelines.

### Experience and skill set required

- University degree in Education, IT, Social Sciences, or related fields;
- Minimum 2 years of experience in adult education and/or basic skills training;
- Experience working with vulnerable groups is an advantage;
- Familiarity with SCUL methodology is preferred;
- Strong communication and facilitation skills.

### Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable Number	Deliverable Title	Description	Format and Style
1	Delivery of three full training cycles (Cohort 1, Cohort 2, Cohort 3).	Deliver SCUL training sessions (literacy, numeracy, or digital skills) according to approved curricula and schedules.	Face to face
2	Calendar /timeline	Adapt training methods to participants' needs, ensuring inclusive and participatory learning.	Hard copy
3	Pre- and post-assessment results for participants.	Conduct pre- and post-assessments for each participant.	Hard copy
4	Attendance lists and session reports.	Maintain attendance records and training session reports.	Hard copy
5	Final report summarizing activities and participant progress.	Support project staff and mentors in monitoring participant progress.	Hard copy

### Timeline

**Save the Children in Albania  
National Office**

Rr. Mihal Popi, Ndertesa 7, ish Pallatet I Maji,  
Vila "Lami"; P.O. Box 8185, Albania  
E-mail: [info.albania@savethechildren.org](mailto:info.albania@savethechildren.org)

Registered in Albania  
Telephone: +355 4 2261840/  
+355 42261929/+355 4 2266227  
Web Page: [albania.savethechildren.net](http://albania.savethechildren.net)

Estimated Commencement Date:05-05-2025  
 Estimated End Date:31-01-2026

Deliverable Number	Deliverable Title	Submit To	Delivery Date
1	Delivery of three full training cycles (Cohort 1, Cohort 2, Cohort 3).		31-01-2026
2	Calendar /time line	Project Staff	12-05-2025
3	Pre- and post-assessment results for participants.		After closure of each cohort
4	Attendance lists and session reports.	Project Staff	After closure of each cohort
5	Final report summarizing activities and participant progress.	Project Staff	31/01/2026

### Acceptance

The project coordinator will accept within 10 working days based on full submission and quality of each deliverable. Time sheet for each technical expert/trainee.

### Payment information

Detail the payment arrangement for the services will be agreed based on the agreed calendar and timeline of the training.

The Fees are inclusive of all costs, overheads and expenses, including travel, subsistence and accommodation.

### How to apply for the services

The service provider is expected to submit a CV and letter of interest for the field he/she need to be engaged. Three reference contact name and address.

### **The deadline for responses is:**

The application should be submitted by e-mail at the following address:

**Subject : example - Application for Basic skills training for literacy, numeracy, and digital skills.**

Email [info.albania@savethechildren.org](mailto:info.albania@savethechildren.org)

Deadline: 7 May 2025