

SC-PR-37 Terms of Reference (ToR) -ALB 2026 0468

Framework ToR for the Establishment of a Consultant Roster

09-06-2026

Project: **I.N.V.E.S.T. – Inspiring New Ventures, Entrepreneurial Skills and Training**

Funded by: Italian Agency for Development Cooperation (AICS)

Implementation period: 36 months

Locations: Durrës, Fier and Lushnje – Albania

Application Deadline: 09 July 2026

Apply to: email info.albania@savethechildren.org

1. Background

Save the Children Albania (SC ALB), in partnership with Save the Children Italy and other national and international stakeholders, is implementing the **I.N.V.E.S.T. – Inspiring New Ventures, Entrepreneurial Skills and Training** project, funded by the Italian Agency for Development Cooperation (AICS). The project is implemented in selected regions of Albania and aims to contribute to improved **employability, social inclusion and sustainable development** for adolescents and young people through strengthened Vocational Education and Training (VET) systems and closer alignment with labor market needs.

Albania continues to face challenges related to youth employment, skills mismatches and limited school-to-work transition opportunities, particularly for adolescents and young people in vulnerable situations. At the same time, economic sectors such as **marine and maritime activities, agro-forestry and agro-tourism** present growing opportunities linked to green transition, digitalization and local economic development. However, VET schools and centers often lack updated curricula, adequate equipment, sufficiently trained staff and structured partnerships with the private sector to respond effectively to these opportunities.

In this context, the I.N.V.E.S.T. project supports the implementation of the **National Employment and Skills Strategy (NAES) optimization plan**, focusing on improving the quality, relevance and inclusiveness of education and training institutions. The project works across multiple results areas, including labor market analysis, institutional strengthening of VET providers, curriculum development, capacity building of teachers and school management, promotion of life, green and digital skills for adolescents and youth, and the establishment of sustainable linkages between VET institutions and the private sector.

Save the Children Albania brings extensive experience in **life skills education, green skills programming, safeguarding, gender equality, disability inclusion and youth participation**, as well as in working with education institutions and public authorities. Through the I.N.V.E.S.T. project, SC ALB combines direct implementation, technical leadership and mentoring with the engagement of specialized consultants and service providers to deliver high-quality technical assistance, training and facilitation services.

2. Purpose of the Framework ToR

This **Framework Terms of Reference** is established to create a roster of qualified individual consultants and consultant teams who can be mobilized through specific call-off assignments to support the implementation of project activities. The framework approach allows flexibility, quality assurance and timely access to specialized expertise across different thematic areas, while ensuring coherence with Save the Children standards, AICS requirements and national priorities.

The activities covered under this Framework ToR span from assessments and studies, curriculum development and training delivery, to private sector engagement, financial management support and ICT skills development.

Consultants and consultant teams engaged under specific call off assignments will be selected based on their evaluation results and ranking achieved during the assessment process, ensuring that assignments are awarded to the most qualified and suitable candidates according to the required expertise and quality standards.

All assignments under this framework will be implemented in close coordination with Save the Children Albania and relevant stakeholders, with a strong emphasis on **inclusion, safeguarding, gender equality, accountability and sustainability**.

The purpose of this Framework Terms of Reference (ToR) is to:

- Establish a **roster (framework list)** of pre-qualified consultants and consultant teams.
- Receive and assess applications for multiple areas of expertise under one single call.
- Enable Save the Children Albania to award **specific, time-bound consultancy contracts (call-off assignments)** during the project implementation period.

Inclusion in the roster does **not** guarantee a contract.

3. Consultants may be contracted to undertake one or more of the following activities:

Assessments and Studies

- 3.1 Conduct a Labour Market Assessments focused on **marine and maritime professions** in Fier/Lushnje and Durrës
- 3.2 Carry out field assessments of VET schools and centres in **Durrës and Fier**

Curriculum Development and Course Design

- 3.3 Creation of three new courses on necessary skills for forestry and ICT, marine professions and ICT and agro-tourism

Trainings and workshops

- 3.4 Training of Trainers (ToT) of VET teachers on life skills
- 3.5 Training of Trainers (ToT) on Green Skills
- 3.6 professional training for the teachers of VET schools and centers and including training on Disability inclusion, Safeguarding Training, Gender Equality Training

Private Sector engagement

- 3.7 Facilitate the connection between business and VET schools

Training for Adolescents and Youth

- 3.8 Life Skills Training for Adolescents and Youth
- 3.9 Green Skills Training for Adolescents and Youth
- 3.10 Career Counselling Training for Adolescents and Youth

Local Staff Training

- 3.11 Financial Management Training for School Directors
- 3.12 ICT Training in Priority Sectors

More detailed information regarding the requirements and specific elements related to the activities to be undertaken by interested parties can be found in Annex A of this roster.

4. IMPLEMENTATION MODALITIES (FRAMEWORK APPROACH)

These Framework Terms of Reference establish a consultant roster / framework agreement for the duration of the I.N.V.E.S.T. project.

Successful applicants will be included in a roster of pre-qualified consultants and consultant teams and may be contracted through specific call-off assignments corresponding to one or more of the activities described above.

Inclusion in the roster does not guarantee the award of a contract.

5. DURATION OF THE FRAMEWORK AND ASSIGNMENTS

- The framework roster will be valid for the entire duration of the I.N.V.E.S.T. project.
- Individual assignments under this framework may range from short-term (a few days) to medium-term (several months) depending on the scope of the activity.
- Assignment timelines, level of effort and deliverables will be defined in individual Call-off TORs.

6. ROLES AND RESPONSIBILITIES

Save the Children Albania (SC ALB) will:

- Lead overall coordination and supervision of all activities.
- Define assignments specific TORs and deliverables.
- Provide mentoring, technical guidance and quality assurance where applicable.
- Coordinate MEAL processes, safeguarding compliance and reporting.
- Approve deliverables and authorize payments.

Consultants / Service Providers will:

- Deliver services as per the call-off TOR.
- Work closely with SC ALB technical and program staff.
- Adhere to agreed timelines, methodologies and quality standards.
- Submit deliverables and reports as required.
- Comply fully with Save the Children policies and procedures.

7. DELIVERABLES AND REPORTING

Depending on the assignment, deliverables will be defined in the specific terms of reference.

All deliverables must be submitted in Albanian and/or English, as specified in the call-off TOR, and follow Save the Children reporting templates.

8. MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING (MEAL)

Consultants will:

- Cooperate with SC ALB MEAL staff.
- Support baseline and endline assessments when required.

- Provide gender- and age-disaggregated participation data.
- Contribute to learning and documentation of good practices.

9. SAFEGUARDING, ETHICS AND COMPLIANCE

All consultants engaged under this framework must comply with:

- Save the Children Child Safeguarding Policy.
- PSEA standards.
- Gender Equality and Disability Inclusion principles.
- Confidentiality and data protection requirements.

Failure to comply may result in immediate termination of the assignment.

10. APPLICATION AND SELECTION PROCESS

Interested consultants or consultant teams are invited to submit:

1. CV(s) highlighting relevant experience.
2. A brief technical profile/ Expression of Interest.
3. Evidence of Previous Relevant Experience
4. Examples of Previous Work

11. Evaluation Procedure

Applications shall be evaluated by an Evaluation Committee in accordance with the principles of transparency, equal treatment, proportionality, non-discrimination and sound financial management.

The evaluation process shall normally consist of:

Administrative Compliance

Verification that the application was submitted on time and all required documents have been provided;

Only compliant applications shall proceed to the next stage.

Technical Evaluation

Consultants and consultant teams engaged under specific call off assignments will be selected based on their evaluation results and ranking achieved during the process, ensuring that assignments are awarded to the most qualified and suitable candidates according to the required expertise and quality standards.

Criterion	Maximum Score: 100
Technical expertise and relevance.	30 points
Proven experience in similar assignments.	30 points
Quality of previous work	20 points
Experience with Youth, Education and VET Sector	20 points
Total	100

The contract shall be awarded to the candidate that have the highest evaluation.

12. CONTRACTING AND PAYMENT

- Consultants will be engaged through individual consultancy contracts issued under Save the Children Albania procedures.
- Payments will be linked to approved deliverables as defined in each call-off TOR.
- SC ALB reserves the right to issue assignments to any consultant on the roster based on availability, performance and technical suitability.

13. CONFIDENTIALITY AND INTELLECTUAL PROPERTY

All materials, data and output produced under this framework will remain the property of Save the Children. Consultants may not use or disseminate outputs without prior written consent.

14. RIGHT TO ACCEPT OR REJECT

Save the Children Albania reserves the right to accept or reject any application and to cancel the framework process at any time without obligation.

Annex A

Assessments and Studies

3.1 - Labor Market Assessment (Marine Professions)

- Conduct labour market assessments focused on **marine and maritime professions** in Fier/Lushnje and Durrës;
- Analyse skills demand, value chains, gender and inclusion aspects;
- Provide actionable recommendations for VET curricula and partnerships.

Objective

The objective of this activity is to support the optimization of vocational education and training (VET) services in the central and southern regions of Albania, in line with the NAES optimization plan, by generating evidence-based insights on labor market demand related to marine and maritime professions. The assessment will inform the alignment of IeFP centers and technical schools with current and emerging market needs, with particular emphasis on ICT-related skills, environmental sustainability, gender equality and social inclusion. The results will contribute to improving both the management and pedagogical effectiveness of VET institutions and strengthening partnerships with public and private actors. The consultancy is expected to be concluded in 10 days and the daily fee is 200 euro/day of which 15% of gov taxes will be deducted.

Services the Supplier will Provide

Under this assignment, the consultant/consultant team will:

- Conduct a comprehensive labor market assessment focused on marine and maritime professions in **Fier, Lushnje and Durrës**, with linkages to central (Fier, Lushnje and **Durrës**) and southern regions.
- Analyze the situation of **leFP centers and technical schools** operating in the target areas, focusing on:
 - Existing courses and training offer.
 - Management and organizational capacities.
 - Pedagogical approaches and teaching methodologies.
- Assess labor market demand, value chains and future trends in marine-related sectors, including the identification of **ICT skills applied to maritime, forestry and agro-tourism professions**.
- Apply qualitative and quantitative research methodologies, including desk review, stakeholder mapping, interviews and focus group discussions with public institutions, private sector actors, VET providers and municipalities.
- Conduct a **gender- and inclusion-sensitive analysis**, identifying opportunities and barriers for girls and boys, and promoting environment-related and green professions.

Experience and Skill Set Required

The consultant / consultant team should demonstrate:

- An advanced university degree in labor economics, education sciences, social sciences, maritime studies, environmental studies or a related field.
- At least **5–7 years of proven experience** in labor market analysis, skills need assessments and/or VET system strengthening.
- Specific experience in **marine and maritime sectors** and/or green and environment-related professions (strong asset).
- Demonstrated expertise in analyzing VET frameworks, leFP systems and curriculum relevance.

3.2 – Field Assessment of VET Providers

- Carry out field assessments of VET schools and centres in **Durrës and Fier**;
- Analyse governance, management systems, infrastructure, equipment, teaching capacity, disability inclusion and labour-market alignment.

Objective

The objective of this activity is to support the implementation of the NAES optimization plan by conducting an in-depth field assessment of selected VET schools and centers in **Durrës and Fier**, with the aim of identifying structural, managerial and pedagogical strengths and gaps. The assessment will generate practical recommendations to improve institutional performance, inclusiveness and labor-market relevance, thereby contributing to the optimization of education and training institutions and to the improved delivery of integrated VET services. The consultancy is expected to be concluded in 20 days and the daily fee is 200 euro/day of which 15% of gov taxes will be deducted.

Services the Supplier will Provide

Under this assignment, the consultant / consultant team will:

- Conduct field-based assessments of selected **VET schools and centers in Durrës and Fier**, in close coordination with SC Albania and relevant authorities.
- Analyze institutional governance and management systems, including leadership structures, decision-making processes, planning, monitoring and financial management practices.
- Assess the adequacy and condition of infrastructure, workshops, laboratories and learning spaces.
- Review the availability, quality and relevance of technical equipment and learning resources in relation to existing and planned courses.
- Produce a comprehensive field assessment report, including an executive summary and actionable recommendations.

Experience and Skill Set Required

The consultant / consultant team should demonstrate:

- An advanced university degree in education management, education sciences, social sciences, public administration or a related field.

- At least **5–7 years of proven experience** in VET systems analysis, institutional assessments or education sector reform.
- Demonstrated experience assessing VET schools or training centers, including governance, infrastructure and teaching quality.

Curriculum Development and Course Design

3.3 – Creation of Three New VET Courses Development and validation of three new courses:

Creation of three new courses on necessary skills for forestry and ICT, marine professions and ICT and agro-tourism (it includes the validation of the CV, the training materials and the purchase of adequate equipment for this new course) - to be done by experts identified

- Forestry and ICT skills
- Marine professions and ICT skills
- Agro-tourism and ICT skills

Activities include:

- Occupational profiling and competency mapping.
- Curriculum design in line with NAVETQ standards.
- Development of training materials and instructor guides.
- Identification and technical specification of required equipment.

Objective

The objective of this activity is to design, develop and validate three new labor-market-oriented VET courses that respond to current and emerging skills needs in priority sectors, in line with the NAES optimization plan and NAVETQ standards. The courses will integrate sector-specific technical skills with ICT competencies, environmental sustainability, gender sensitivity and inclusion, with the aim of increasing the relevance, quality and employability outcomes of VET programs offered by leFP centers and technical schools. The consultancy is expected to be concluded in 360 hours and the hour fee is 12 euro/hour of which 15% of gov taxes will be deducted.

The three courses to be developed are:

- Forestry and ICT skills.
- Marine professions and ICT skills.
- Agro-tourism and ICT skills.

Services the Supplier will Provide

Under this assignment, the consultant / consultant team will:

- Conduct occupational profiling and skills analysis for each priority sector, building on labor market assessment findings and consultations with employers, VET providers and relevant institutions.
- Define competency frameworks and learning outcomes for each course, ensuring alignment with labor market demand, green transition needs and digitalization trends
- Design curricula for the three courses in compliance with **national standards and procedures**, including modular structures, learning objectives, assessment criteria and certification requirements.
- Integrate transversal competencies, including ICT skills, life skills, environmental sustainability, gender equality and disability inclusion.
- Develop comprehensive training materials, including:
 - Training programs and syllabi.
 - Instructor/teacher guides.
 - Learner materials and practical exercises.
- Support the validation process of curricula and training materials with relevant authorities and institutions, in coordination with SC Albania.

Experience and Skill Set Required

The consultant / consultant team should demonstrate:

- An advanced university degree in education, curriculum development, vocational training, ICT, environmental studies, agronomy, forestry, maritime studies or a related field.

- At least **5–7 years of proven experience** in VET curriculum development and ICT skills program design.
- Demonstrated experience developing or revising curricula in line with national qualification frameworks.
- Sector-specific expertise in one or more of the following areas: forestry, marine/maritime professions, agro-tourism, and applied ICT.

Trainings and workshops

3.4 – ToT of VET teachers on life skills

Objective

The objective of this activity is to strengthen the capacity of VET teachers and instructors to effectively design, facilitate and deliver high-quality **life skills training** for adolescents and young people. Through a structured Training of Trainers (ToT) approach, the activity aims to ensure the consistent, inclusive and sustainable integration of life and green skills methodologies within VET institutions, in line with Save the Children standards, the NAES optimization plan and the overall goals of the I.N.V.E.S.T. project.

The ToT program will be implemented in **two regions**, targeting approximately **25 VET teachers**. The consultancy is expected to be concluded in 3 days and the daily fee is 150 euro/day of which 15% of gov taxes will be deducted.

- Design and deliver ToT programmes on life skills.
- Initial training and refreshment cycles.
- Two regions, approximately 25 participants per region.

Services the Supplier will Provide

Under this assignment, the consultant / facilitator will work in close collaboration with Save the Children Albania staff and will:

- Design and deliver structured ToT program on **life skills** for VET teachers, based on Save the Children life skills methodologies and training resources.

- Facilitate initial ToT sessions and follow-up refresher training, ensuring methodological consistency and quality.
- Prepare training agendas, session plans and all required materials in advance, adapting content to the context and profile of VET teachers.
- Prepare and submit brief training reports and a final consolidated report in line with Save the Children templates and requirements.

Experience and Skill Set Required

The consultant / facilitator should demonstrate:

- An advanced university degree in education, psychology, social sciences, youth development or a related field.
- At least **5–10 years of professional experience** working with adolescents and youth, preferably in education or VET settings.
- Minimum **5 years of demonstrated experience** in the design and delivery of **transferable life skills programs** for adolescents and youth.
- Prior certification or training as a **Trainer of Trainers (ToT) on Life Skills**, preferably through Save the Children or a comparable organization.
- Proven experience facilitating participatory and experiential training methodologies.

3.5 - Training of Trainers (ToT) on Green Skills

ToT of VET teachers on Green skills. The consultancy is expected to be concluded in 3 days and the daily fee is 150 euro/day of which 15% of gov taxes will be deducted.

Design and deliver ToT programmes on green skills.

- Initial training and refreshment cycles.
- Two regions, approximately 25 participants per region.

Services the Supplier will Provide

Under this assignment, the consultant / facilitator will work in close collaboration with Save the Children Albania staff and will:

- Design and deliver structured ToT program on **Green skills** for VET teachers, based on Save the Children green skills methodologies and training resources.
- Facilitate initial ToT sessions and follow-up refresher training, ensuring methodological consistency and quality.
- Prepare training agendas, session plans and all required materials in advance, adapting content to the context and profile of VET teachers.
- Prepare and submit brief training reports and a final consolidated report in line with Save the Children templates and requirements.

Experience and Skill Set Required

The consultant / facilitator should demonstrate:

- 5 – 10 years of experience working in the area of Green Skills, Environmental or Climate field.
- Experience on delivering Environmental or Climate sessions
- Experience in conducting ToT type of workshops (use of appropriate methodologies for adult learning)

3.6 - – Professional and Thematic Training for Teachers

Provide professional training for the teachers of VET schools and centers and including training on Disability inclusion, Safeguarding Training, Gender Equality Training).

- Delivery of professional training for VET teachers and instructors including:
 - Disability inclusion.
 - Child safeguarding and PSEA.
 - Gender equality and gender-responsive education.

Objective

The objective of this activity is to strengthen the professional capacities of teachers and instructors of VET schools and centers through the delivery of professional and thematic training programs aligned with the three project outcomes. The activity aims to ensure that

teaching practices and learning environments within VET institutions are inclusive, safe, gender-responsive and rights-based, in line with Save the Children standards, national policies and the NAES optimization plan. The consultancy is expected to be concluded in 4 days and the daily fee is 150 euro/day of which 15% of gov taxes will be deducted.

Services the Supplier will Provide

Under this assignment, the consultant / consultant team will work in close coordination with Save the Children Albania and will:

- Design and deliver professional training programs for teachers and instructors of VET schools and centers, covering the following thematic areas:
 - Disability inclusion in vocational education and training settings.
 - Child safeguarding and protection, including Prevention of Sexual Exploitation and Abuse (PSEA).
 - Gender equality and gender-responsive education.
- Adapt training content to the context of vocational education and training, ensuring relevance to technical and practical learning environments.
- Prepare training agendas, session plans and all required training materials in advance.
- Prepare and submit training reports and a final summary report in accordance with Save the Children templates.

Experience and Skill Set Required

The consultant / consultant team should demonstrate:

- An advanced university degree in education, social sciences, psychology, gender studies, disability studies or a related field.
- At least 5–7 years of proven professional experience in teacher training, capacity building or education system strengthening.
- Demonstrated experience delivering training on disability inclusion, safeguarding/child protection and/or gender equality, preferably within education or VET contexts.

- Familiarity with Save the Children policies or similar international NGO standards (asset).

Private Sector Engagement

3.7 – Business–VET Linkages

Facilitate the connection between business and VET schools to offer the students the possibility to conduct professional training in the business premises and bring the business to VET schools to share practical experience.

- Facilitate collaboration between private sector actors and VET institutions.
- Support apprenticeships, internships and guest lectures.
- Document partnership models and good practices.

Objective

The objective of this activity is to strengthen and institutionalize collaboration between **Vocational Education and Training (VET) schools and centers** and **private sector actors** to enhance the relevance, quality and labor-market orientation of vocational education. By facilitating structured partnerships with businesses, the activity aims to increase opportunities for students to acquire **practical, work-based learning experience**, improve their employability, and ensure that VET provision is aligned with current and emerging labor market needs.

The activity also seeks to promote the active involvement of businesses in VET delivery through apprenticeships, internships, workplace-based learning and guest lectures, while documenting effective partnership models and good practices that can be scaled and replicated. The consultancy is expected to be concluded in 9 days and the daily fee is 200 euro/day of which 15% of gov taxes will be deducted.

Services the Supplier will Provide

Under this assignment, the consultant / consultant team will work in close coordination with Save the Children Albania, VET institutions and relevant stakeholders and will:

- Map and engage relevant **private sector actors**, employers, business associations and chambers of commerce in priority sectors linked to the project.

- Facilitate dialogue and collaboration between businesses and VET schools/centers to establish or strengthen partnerships for work-based learning.
- Support the design and implementation of **apprenticeships, internships, workplace placements and on-the-job training opportunities** for VET students at business premises.
- Facilitate the participation of private sector representatives in VET institutions through **guest lectures, mentoring sessions, career talks and practical demonstrations**.
- Support VET institutions and businesses in clarifying roles, expectations and modalities of collaboration, including duration, supervision and learning objectives of placements.

Experience and Skill Set Required

The consultant / consultant team should demonstrate:

- An advanced university degree in education, economics, labor studies, business administration, social sciences or a related field.
- At least **5–7 years of proven professional experience** in labor market programs, private sector engagement, workforce development or VET-related initiatives.
- Demonstrated experience facilitating **business–education partnerships**, apprenticeships, internships or work-based learning schemes.
- Good understanding of VET systems and labor market dynamics, preferably in Albania.

Training for Adolescents and Youth

3.8 - Life Skills Training for Adolescents and Youth

Services the Supplier will Provide

The consultancy is expected to be concluded in 171 days and the daily fee is 40 euro/day of which 15% of gov taxes will be deducted.

Under this assignment, the consultant / facilitator will work closely with Save the Children Albania staff and will:

- Facilitate structured **life skills training sessions** for adolescents and youth in VET centers, following Save the Children manuals and methodologies.
- Deliver a cycle of regular training sessions (e.g. weekly), for defined cohorts of adolescents and youth, focusing on Life Skills approach , personal and professional development, environmental responsibility and sustainable behaviors.
- Prepare training agendas, session plans, materials and practical activities in advance, adapting content to the needs of participants.
- Prior certification or training as a **Trainer of Trainers (ToT) on Life Skills**, preferably through Save the Children approach.
- Prepare and submit brief periodic reports and a final report in Albanian, in line with Save the Children reporting templates.

Experience and Skill Set Required

The consultant / facilitator should demonstrate:

- An advanced university degree in education, social sciences, youth development, environmental studies or a related field.
- At least **5 years of proven experience** working with adolescents and youth, preferably within education, VET or community-based programs.
- Demonstrated experience delivering **life skills programs** for adolescents and youth.
- Prior training or certification as a **Trainer of Trainers (ToT)** on Life Skills programs, preferably through Save the Children organization.

3.9 - Green Skills Training for Adolescents and Youth

The consultancy is expected to be concluded in 171 days and the daily fee is 40 euro/day of which 15% of gov taxes will be deducted.

Services the Supplier will Provide

Under this assignment, the consultant / facilitator will work closely with Save the Children Albania staff and will:

- Facilitate structured **green skills training sessions** for adolescents and youth in VET centers, following Save the Children manuals and methodologies.

- Deliver a cycle of regular training sessions (e.g. weekly), for defined cohorts of adolescents and youth, focusing on green mindset, personal and professional development, environmental responsibility and sustainable behaviors.
- Prepare training agendas, session plans, materials and practical activities in advance, adapting content to the needs of participants.
- Prior certification or training as a **Trainer of Trainers (ToT) on Green Mindset**, preferably through Save the Children approach.
- Prepare and submit brief periodic reports and a final report in Albanian, in line with Save the Children reporting templates.

Experience and Skill Set Required

The consultant / facilitator should demonstrate:

- 5 – 10 years of experience working in the area of Green Skills, Environmental or Climate field.
- At least **5 years of proven experience** working with adolescents and youth, preferably within education, VET or community-based programs.
- Demonstrated experience delivering **green skills programs** for adolescents and youth.
- Prior training or certification as a **Trainer of Trainers (ToT)** on Green Mindset programs, preferably through Save the Children organization.

3.10 - Career Counselling Training for Adolescents and Youth

Services the Supplier will Provide

The consultancy is expected to be concluded in 135 days, and the daily fee is 50 euro/day of which 15% of gov taxes will be deducted.

Under this assignment, the consultant / facilitator will work closely with Save the Children Albania staff and will:

- Facilitate structured **Career Counselling sessions** for adolescents and youth in VET centers, following Save the Children manuals and methodologies.

- Deliver a cycle of regular training sessions (e.g. weekly), for defined cohorts of adolescents and youth.
- Prepare training agendas, session plans, materials and practical activities in advance, adapting content to the needs of participants.
- Prior certification or training as a **Trainer of Trainers (ToT) on Career Counselling**, preferably through Save the Children approach.
- Prepare and submit brief periodic reports and a final report in Albanian, in line with Save the Children reporting templates.

Experience and Skill Set Required

The consultant / facilitator should demonstrate:

- 5 – 10 years of experience working in the area of Career Orientation, Life Skills, Livelihood
- At least **5 years of proven experience** working with adolescents and youth, preferably within education, VET or community-based programs.
- Demonstrated experience delivering **Career Orientation programs** for adolescents and youth.
- Prior training or certification as a **Trainer of Trainers (ToT)** on Career Orientation programs, preferably through Save the Children organization.

3.11 - – Financial Management Training for School Directors

Training on financial management for school directors with mentoring done by SC Albania

- Training of school directors in financial planning, budgeting and basic management.
- Coordination with mentoring support provided by SC Albania.

Objective

The objective of this activity is to strengthen the financial management, planning and administrative capacities of **VET school directors and administrative staff**, in line with the NAES optimization plan and the overall objectives of the I.N.V.E.S.T. project. The activity

aims to improve the effective use of financial resources, support transparent and efficient budgeting processes, and enhance the capacity of VET institutions to manage investments related to infrastructure improvements and equipment, including digital devices.

Save the Children Albania (SC ALB) will lead and coordinate this activity by delivering targeted training programs and providing **mentoring support** to school directors, ensuring practical application of financial management skills within VET schools and vocational centers. The consultancy is expected to be concluded in 4 days, and the daily fee is 150 euro/day of which 15% of gov taxes will be deducted.

Services the Supplier will Provide

Under this assignment, the consultant / consultant team will work in close coordination with Save the Children Albania and will:

- Design and deliver training sessions for **school directors and VET administrative staff** on:
 - Financial planning and budgeting.
 - Basic financial management and internal controls.
 - Budget monitoring, reporting and accountability.
- Adapt training content to the operational and regulatory context of VET schools and vocational centers.
- Prepare training agendas, session plans and all required training materials in advance.
- Prepare and submit training reports and a final summary report in accordance with Save the Children templates.

Experience and Skill Set Required

The consultant / consultant team should demonstrate:

- An advanced university degree in finance, economics, public administration, business management, education management or a related field.

- At least **5–7 years of proven professional experience** in financial management, budgeting, public finance or institutional capacity building.
- Demonstrated experience delivering training or mentoring on financial planning and budget management, preferably within education or public sector institutions.
- Familiarity with financial management practices in VET schools, educational institutions or similar public entities (strong assets);

3.12 - - ICT Training in Priority Sectors

Objective

The objective of this activity is to strengthen the **ICT competencies** of students and/or teachers in VET schools and centers by delivering sector-specific digital skills training aligned with labor market needs in **marine, agro-forestry and agro-tourism** sectors. The activity aims to enhance employability, productivity and innovation by integrating practical ICT applications into priority economic sectors, in line with the NAES optimization plan and the objectives of the I.N.V.E.S.T. project.

The training will support VET institutions in modernizing their teaching and learning practices and in equipping learners and educators with relevant digital skills applicable to real-world professional contexts. The consultancy is expected to be concluded in 9 days and the daily fee is 150 euro/day of which 15% of gov taxes will be deducted.

Services the Supplier will Provide

Under this assignment, the consultant / consultant team will work in close coordination with Save the Children Albania and will:

- Design and deliver **ICT training programs** tailored to the needs of the following priority sectors:
 - Marine and maritime professions.
 - Agro-forestry.
 - Agro-tourism.
- Adapt ICT training content to the profile of participants (students and/or teachers) and to the technical requirements of each sector.

- Deliver practical, hands-on training sessions focusing on applied digital skills, such as:
 - Use of relevant software and digital tools.
 - Basic data management and digital documentation.
 - Use of ICT for productivity, monitoring, promotion and service delivery.
- Prepare and submit training reports and a final summary report in accordance with Save the Children templates.

Experience and Skill Set Required

The consultant / consultant team should demonstrate:

- An advanced university degree in information technology, computer science, engineering, education technology or a related field.
- At least **5–7 years of proven professional experience** in ICT training, digital skills development or technology-enabled education.
- Demonstrated experience delivering **applied ICT training** within vocational, technical or sector-specific contexts.
- Knowledge of ICT applications relevant to marine, agro-forestry and/or agro-tourism sectors (strong asset).