TERMS OF REFERENCE
Framework ToR for the Establishment of a Consultant Roster

Project:	I.N.V.E.S.T. – Inspiring New Ventures, Entrepreneurial Skills and Training
Funded by:	Italian Agency for Development Cooperation (AICS)
Project AID Code:	AID 013244/09/1
Contracting authority:	Albanian National Training and Technical Assistance Resource Center ANTTARC
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Title:	Framework ToR for the Establishment of a Consultant Roster
Locations:	Durrës, Fier and Lushnje – Albania
Application Deadline:	12/12/2026
Apply to:	Albanian National Training and Technical Assistance Resource Center ANTTARC at info@anttarc.org

1. BACKGROUND INFORMATION

The Albanian National Training and Technical Assistance Resource Center (ANTTARC) is core partner in INVEST, alongside Save the Children Italy, Save the Children Albania, Confindustria Albania, Develhope Sa and IFOA. INVEST – Inspiring New Ventures, Entrepreneurial Skills and Training project is funded by the Italian Agency for Development Cooperation (AICS). The project is implemented in Durres, Fier, and Lushnje. It aims at contributing 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.

The Overall Objective of INVEST is: “To promote full and productive employment and decent work for young people in Albania, in line with the SDG 8 and with targets 8.5 and 8.6. The Specific Objective is: "To increase professional and employment opportunities for young people (15-29) from Durres, Fier, and Lushnja". Expected Results of the project are: (1) Improve the

quality of vocational training and their partnerships with public and private actors; (2) Adolescents and young people (15-29 years) have acquired the skills necessary for their personal success and vocational training and were exposed to the world of work through internship and on-the-job training experiences; (3) Facilitated business start-ups for qualified young people (18-29 years old).

Target groups include: Teachers and management staff of VET schools and centers; Young people/students of VET schools and centers.

ANTTARC is involved in three expected results of INVEST, implementing activities relating to training of VET teachers and instructors and training and mentoring of young people in entrepreneurship.

Main assumptions relating to the specific task include: The responsible institutions such as AKPA and the VET schools and centers are interested in the project and willing to collaborate for the implementation of its activities; Teachers and staff of the VET schools and centers are willing to participate in the capacity building activities; There is local expertise that can be engaged for the capacity building of teachers and management staff of VET schools and centers.

Main risks relating to the specific task include: Changes in responsibilities and key players because of political processes (elections, etc.); Variability of institutional and personnel capacities of VET institutions in the sectors interested.

2. SCOPE OF THE WORK

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 ANTTARC, Save the Children standards, AICS requirements and national priorities.

The activities covered under this Framework ToR span from curriculum development and training delivery for VET management staff and teachers to curriculum development, training, and mentoring of young people/students of VET schools and centers in project development and management.

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 ANTTARC to award specific, time-bound consultancy contracts (call-off assignments) during the project implementation period.

Inclusion in the roster does not guarantee a contract. 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.

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 and deliverables will be further defined in individual Call-off TORs.

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

Activity	Description	Deliverables	Level of Effort/ Anticipated Field Missions
1. Training of managerial staff of VET schools and centers in financial planning and budget management.	Design (2 consultancy days) and conduct 2 three-day (6 consultancy days) training courses in Durres and Fier with the participation of 20 managerial staff of VET schools and centers from Durresi, Fieri, and Lushnja.	40 managerial staff of VET schools and centers from Durresi, Fieri, and Lushnja trained in financial planning and budget management; Training module on financial planning and budget management for staff of VET institutions.	8 consultancy days at daily fee of 200 euro/day (inclusive of any other expenses). Anticipated Field Missions – 6 days.
2. Professional training in pedagogical methods for teachers of VET schools.	Design (2 consultancy days) and conduct 2 3-day training courses in Durres and Fier for 25 teachers of VET schools and centers from Durresi, Fieri, and Lushnja.	50 teachers of VET schools in Durresi, Fieri, and Lushnja trained in pedagogical methods; Training module on pedagogical methods for teachers of VET schools.	8 consultancy days at daily fee of 200 euro/day (inclusive of any other expenses). Anticipated Field Missions – 6 days.
3. Technical training of VET teachers in how to apply ICT in tourism, agrotourism, and agriculture and financial skills.	Design (3 consultancy days) and conduct 3 three-day training courses in Durres, Fier, and Lushnje for 25 teachers of VET schools in Durresi, Fieri and Lushnja.	25 teachers of VET schools from Durresi, Fieri, and Lushnja trained in how to apply ICT in tourism, agrotourism, and agriculture; Training module on applying ICT and financial skills for teachers of VET schools.	12 consultancy days at daily fee of 200 euro/day (inclusive of any other expenses). Anticipated Field Missions – 9 days
4. Online training on digital marketing, graphic design, labelling, online booking, software management, linked to tourism.	Online training for 3 groups of 15 young people during the project life.	45 students are trained in digital marketing, graphic design, labelling, online booking, software management, linked to tourism; Online Training Module for Young People in Digital Marketing.	9 consultancy days at daily fee of 200 euro/day (inclusive of any other expenses). Anticipated Field Missions - 0
Training to introduce entrepreneurship education to nurture innovation, creativity, and self-employment opportunities among students, preparing them to create their own ventures or contribute effectively to existing businesses	Design (3 days) and conduct 3 three-day (9 days in total) generic training in business development for 150 young people (bootcamp format).	150 young people/students are mentored to develop business plans;	12 consultancy days at daily fee of 200 euro/day (inclusive of any other expenses). Anticipated Field Missions – 6 days.
6. Mentoring youths to develop business plans.	Facilitate business idea generation. Mentoring 30 participants of the bootcamp to develop business plans.	30 Business Plans developed by young people/students.	14 consultancy days at daily fee of 200 euro/day (inclusive of any other expenses). Anticipated Field Missions – 6 days.
7. Mentoring youth startups.	Expert/consultancy fee to support financially supported entrepreneurships run by youths.	30 young people/students are mentored to implement business plans/startups; 30 startups up and running.	60 consultancy days at daily fee of 200 euro/day (inclusive of any other expenses). Anticipated Field Missions – 30 days.

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 ToR.

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.

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.

Project management

Responsible body: Albanian National Training and Technical Assistance Resource Center – ANTTARC. It reserves the right to accept or reject any application and to cancel the framework process at any time without obligation.

ANTTARC responsibilities:

- 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.

Management structure: ANTTARC is local partner and provides capacity building for VET actors and youths. The Save the Children Albania is responsible for operational management. Save the Children Italy is the Lead and Overall Project Coordinator. The Steering Committee provides strategic direction and ensures alignment with cooperation objectives.

Service Providers' responsibilities:

- Deliver services as per the call-off TOR.
- Work closely with ANTTARC and Save the Children technical and program staff.
- Adhere to agreed timelines, methodologies and quality standards.
- Submit deliverables and reports as required.
- Cooperate with ANTTARC and Save the Children on MEAL. Support baseline and endline assessments when required. Provide gender- and age-disaggregated participation data. Contribute to learning and documentation of good practices.
- Comply fully with ANTTARC and Save the Children policies and procedures.

3. LOGISTICS AND TIMING

Location

The contract will be implemented:

- On the place of performance with the following locations: Durres, Fier and Lushnje.
- The following missions are foreseen in Durres, Fier and Lushnje, during 43 working days, as presented under Section 2 (Scope of Work).
- The consultant is responsible for its own travel and per diem in the frame of conducting training and/or mentoring.

Support staff, backstopping and office accommodation

For legal persons only: The contractor will provide support facilities to experts, including back-stopping, during the implementation of the contract; Backstopping and support staff costs would be part of fee rates; Office accommodation for each expert working on the contract is to be provided by the contractor and the related costs would be part of the fee rates; The contractor must ensure that experts are adequately supported and equipped and have sufficient administrative support to enable experts to concentrate on their primary responsibilities; It must also transfer funds as necessary and to ensure that its employees are paid regularly and in a timely fashion.

Incidental expenditure

No incidental expenditure is included.

Start date & period of implementation

The intended start date is 15.12.2026, and the framework roster will be valid for the entire duration of the I.N.V.E.S.T. project.

4. REQUIREMENTS AND EVALUATION

Quality requirements

In terms of quality requirements, the selected Service Providers must ensure, inter alia, that: The services are provided to the highest professional/academic standard; Any specific instructions given by ANTTARC – whenever this is the case – are followed.

If contracted, the deliverables shall be provided personally by the persons identified in the offer of the Provider whose CVs have been presented, in accordance with the terms as provided in the present Tender File. The Provider shall keep regular communication with ANTTARC to ensure continuing exchange of information relevant to the project implementation.

Personnel

For legal persons: Tenderers may apply for more than one activity. Tenderers should propose experts for the activities they intend to apply, including in their proposal the consultant's CVs for each activity they apply.

For individual consultants: Tenderers may apply for one or more activities, including their CV.

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.

Eligibility criteria

Education: University degree 2nd cycle or higher in one of the following fields: law, public administration, public policies, social sciences, human resources management, or closely related studies.	CV Copy of highest degree achieved
Work experience: At least 5 (five) years of experience working in the areas relevant to the activity for which tenderer is applying.	CV Evidence of Previous Relevant Experience

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 (organization and methodology).	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 points

The contract shall be awarded to the candidates that have the highest evaluation.
All experts must be independent and free from conflicts of interest in the responsibilities they take on.

5. DELIVERABLES AND REPORTS

Depending on the assignment, deliverables will be defined in the contract. All deliverables must be submitted in Albanian and/or English, as specified in the contract, and follow ANTTARC/Save the Children reporting templates.

6. MONITORING AND EVALUATION

Consultants will:

- Cooperate with ANTTARC/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.

7. SAFEGUARDING, ETHICS AND COMPLIANCE

All consultants engaged under this framework must comply with:

- ANTTARC safeguarding, ethics, and compliance policies and procedures as well as 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.

8. APPLICATION

Interested consultants or legal persons are invited to submit by 12/12/2026 the tender documents including.

- Organization and Methodology
- CV(s) highlighting relevant experience.
- Evidence of Previous Relevant Work Experience
- Signed Declarations

Interested persons/entities can ask the tender documents via email at info@anttarc.org

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ANNEX:

1. TRAINING OF MANAGERIAL STAFF OF VET SCHOOLS AND CENTERS IN FINANCIAL PLANNING AND BUDGET MANAGEMENT.

Objectives:

- To strengthen the financial management, planning and administrative capacities of administrative staff of VET schools and centers, in line with the NAES optimization plan and the overall objectives of the I.N.V.E.S.T. project.
- 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.

Services to be provided:

The training service is expected to be concluded in 8 days, and the daily fee is 200 euro/day, (inclusive of any other expenses). In case of individual consultants, 15% income tax will be deducted.

Under this assignment, the trainer will work in close coordination with ANTTARC and Save the Children and will:

- Design and deliver training course in Financial Planning and Budget Management for administrative staff of VET schools and centers in Durres, Fier, and Lushnje. Design (2 consultancy days) and conduct 2 three-day (6 consultancy days) training courses in Durres and Fier with the participation of 20 managerial staff of VET schools and centers.
- Training topics: Basic financial management and internal controls; Budget monitoring, reporting and accountability.
- Prepare training agenda, session plan and all required training materials in advance.
- Adapt training content to the operational and regulatory context of VET schools and vocational centers.
- Prepare and submit training report and a final summary report in accordance with ANTTARC/Save the Children templates.

ANTTARC will lead and coordinate this activity by delivering targeted training course to administrative staff of VET schools and centers, ensuring practical application of financial management skills within VET schools and vocational centers.

Experience and Skill Set Required

The trainer 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 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 asset).

2. PROFESSIONAL TRAINING FOR TEACHERS OF VET SCHOOLS FOCUSING ON PEDAGOGICAL METHODS.

Objective:

- To strengthen the professional capacities of teachers of VET schools on pedagogical methods.
- To ensure that teaching practices and learning environments within VET institutions are inclusive, safe, gender-responsive and rights-based, in line with national policies and the NAES optimization plan.

Services to be provided:

The training service is expected to be concluded in 8 days, and the daily fee is 200 euro/day, (inclusive of any other expenses). In case of individual consultants, 15% income tax will be deducted.

Under this assignment, the trainer will work in close coordination with ANTTARC and Save the Children and will:

- Design and deliver training course in pedagogical methods for teachers of VET schools in Durres, Fier, and Lushnje. Design (2 consultancy days) and conduct 2 three-day (6 consultancy days) training courses in Durres and Fier with the participation of 25 teachers of VET schools from Durres, Fier, and Lushnje.
- Training topics: Pedagogical Methods.
- Prepare training agenda, session plan and all required training materials in advance.
- Adapt training content to the operational and regulatory context of VET schools.
- Prepare and submit training report and a final summary report in accordance with ANTTARC/Save the Children templates.

ANTTARC will lead and coordinate this activity by delivering targeted training course to teachers of VET schools, ensuring practical application of pedagogical methods within VET schools.

Experience and Skill Set Required

The trainer 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 teacher training and/or teaching methods.
- Demonstrated experience delivering training on teaching methods in educational institutions, especially in VET institutions.
- Familiarity with teaching practices in educational institutions, especially in VET schools (strong asset).

3. TECHNICAL TRAINING OF VET TEACHERS IN HOW TO APPLY ICT IN TOURISM, AGROTOURISM, AND AGRICULTURE AND FINANCIAL SKILLS.

Objective:

- To strengthen the professional capacities of teachers of VET schools on ICT application, with a focus on tourism, agrotourism, and agriculture.
- To strengthen the professional capacities of teachers of VET schools on financial skills.

Services to be provided:

The training service is expected to be concluded in 12 days, and the daily fee is 200 euro/day, (inclusive of any other expenses). In case of individual consultants, 15% income tax will be deducted.

Under this assignment, the trainer will work in close coordination with ANTTARC and Save the Children and will:

- Design and deliver training course in ICT application in tourism, agrotourism, and agriculture and financial skills for teachers of VET schools in Durres, Fier, and Lushnje. Design (3 consultancy days) and conduct 3 three-day (9 consultancy days) training courses in Durres and Fier with the participation of 25 teachers of VET schools from Durres, Fier, and Lushnje.
- Training topics: ICT application, with a focus on tourism, agrotourism, and agriculture.
- Prepare training agenda, session plan and all required training materials in advance.
- Adapt training content to the operational and regulatory context of VET schools.
- Prepare and submit training report and a final summary report in accordance with ANTTARC/Save the Children templates.

ANTTARC will lead and coordinate this activity by delivering targeted training course to teachers of VET schools, ensuring practical application of pedagogical methods within VET schools.

Experience and Skill Set Required

The trainer 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 teacher training and/or teaching methods.
- Demonstrated experience delivering training on teaching methods in educational institutions, especially in VET institutions.
- Familiarity with teaching practices in educational institutions, especially in VET schools (strong asset).

4. ONLINE TRAINING ON DIGITAL MARKETING, GRAPHIC DESIGN, LABELLING, ONLINE BOOKING, SOFTWARE MANAGEMENT, LINKED TO TOURISM.

Objective:

To increase knowledge and skills of adolescents and young people (15-29 years) in digital marketing, graphic design, labelling, online booking, software management, linked to tourism.
To increase their opportunities for employment and business development.

Services to be provided:

The training service is expected to be concluded in 9 days, and the daily fee is 200 euro/day, (inclusive of any other expenses). In case of individual consultants, 15% income tax will be deducted.

Under this assignment, the trainer will work in close coordination with ANTTARC and Save the Children and will:

- Design and deliver online training course in in digital marketing, graphic design, labelling, online booking, software management, linked to tourism for adolescents and young people (15-29 years) from Durres, Fier, and Lushnje. Design (3 consultancy days) and conduct 3 two-day (6 consultancy days) online training courses with the participation of 45 adolescents and young people from Durres, Fier, and Lushnje.
- Training topics: Digital marketing, graphic design, labelling, online booking, software management, linked to tourism.
- Prepare training agenda, session plan and all required training materials in advance.
- Adapt training content to the operational and regulatory context of VET schools.
- Prepare and submit training report and a final summary report in accordance with ANTTARC/Save the Children templates.

ANTTARC will lead and coordinate this activity.

Experience and Skill Set Required

The trainer should demonstrate:

- An advanced university degree in information technology, economics, public administration, business management, or a related field.
- At least 5–7 years of proven professional experience in youth training and training methods.
- Demonstrated experience delivering training online, especially young people.
- Familiarity with VET policies, institutions, and practices.

5. ENTREPRENEURSHIP EDUCATION TO NURTURE INNOVATION, CREATIVITY, AND SELF-EMPLOYMENT OPPORTUNITIES AMONG STUDENTS, PREPARING THEM TO CREATE THEIR OWN VENTURES OR CONTRIBUTE EFFECTIVELY TO EXISTING BUSINESSES—TRAINING IN BUSINESS DEVELOPMENT

Objective:

- To increase the VET students capacity to engage in innovative, creative entrepreneurship.
- To increase the VET students' employment opportunities and/or their contribution to existing businesses.

Services to be provided:

The training service is expected to be concluded in 12 days, and the daily fee is 200 euro/day, (inclusive of any other expenses). In case of individual consultants, 15% income tax will be deducted.

Under this assignment, the trainer will work in close coordination with ANTTARC and Save the Children and will:

- Design and deliver training course in business development for VET students from Durres, Fier, and Lushnje. Design (2 consultancy days) and conduct 5 two-day (10 consultancy days) training courses with the participation of 150 VET students from Durres, Fier, and Lushnje.
- Training topics: Business Development.
- Prepare training agenda, session plan and all required training materials in advance.
- Adapt training content to the operational and regulatory context of VET institutions.
- Prepare and submit training report and a final summary report in accordance with ANTTARC/Save the Children templates.

ANTTARC will lead and coordinate this activity.

Experience and Skill Set Required

The trainer should demonstrate:

- An advanced university degree in economics, business management, or a related field.
- At least 5–7 years of proven professional experience in youth training and training methods.
- Demonstrated experience delivering training on business development, especially facilitating bootcamps.
- Familiarity with VET and employment policies, institutions, and practices.

6. ENTREPRENEURSHIP EDUCATION TO NURTURE INNOVATION, CREATIVITY, AND SELF-EMPLOYMENT OPPORTUNITIES AMONG STUDENTS, PREPARING THEM TO CREATE THEIR OWN VENTURES OR CONTRIBUTE EFFECTIVELY TO EXISTING BUSINESSES—MENTORING IN BUSINESS PLAN DEVELOPMENT

Objective:

- To increase the VET students capacity to engage in innovative, creative entrepreneurship.
- To increase the VET students' employment opportunities.

Services to be provided:

The training service is expected to be concluded in 14 days, and the daily fee is 200 euro/day (inclusive of any other expenses). In case of individual consultants, 15% income tax will be deducted.

Under this assignment, the trainer will work in close coordination with ANTTARC and Save the Children and will:

- Design mentorship methodology and conduct structured mentoring in business plan development for 30 selected VET students from Durres, Fier, and Lushnje.
- Prepare mentoring methodology, agenda, and all required mentoring materials in advance.
- Adapt mentoring methodology to the context of VET and employment policy, institutions, and practices.
- Prepare and submit training report and a final summary report in accordance with ANTTARC/Save the Children templates.

ANTTARC will lead and coordinate this activity.

Experience and Skill Set Required

The trainer should demonstrate:

- An advanced university degree in economics, business management, or a related field.
- At least 5–7 years of proven professional experience in youth training and mentoring programs.
- Demonstrated experience delivering mentoring on business development.
- Familiarity with VET and employment policies, institutions, and practices.

7. ENTREPRENEURSHIP EDUCATION TO NURTURE INNOVATION, CREATIVITY, AND SELF-EMPLOYMENT OPPORTUNITIES AMONG STUDENTS, PREPARING THEM TO CREATE THEIR OWN VENTURES OR CONTRIBUTE EFFECTIVELY TO EXISTING BUSINESSES—MENTORING BUSINESS STARTUPS

Objective:

To increase the VET students capacity to engage in innovative, creative entrepreneurship.
To increase the VET students' employment opportunities.

Services to be provided:

The training service is expected to be concluded in 60 days, and the daily fee is 200 euro/day (inclusive of any other expenses). In case of individual consultants, 15% income tax will be deducted.

Under this assignment, the trainer will work in close coordination with ANTTARC and Save the Children and will:

- Design mentorship methodology and conduct structured mentoring to 30 VET students' startups from Durres, Fier, and Lushnje.
- Prepare mentoring methodology, agenda, and all required mentoring materials in advance.
- Adapt mentoring methodology to the context of VET and employment policy, institutions, and practices.
- Prepare and submit training report and a final summary report in accordance with ANTTARC/Save the Children templates.

ANTTARC will lead and coordinate this activity.

Experience and Skill Set Required

The trainer should demonstrate:

- An advanced university degree in economics, business management, or a related field.
- At least 5–7 years of proven professional experience in youth training and mentoring programs.
- Demonstrated experience delivering mentoring for startups.
- Familiarity with VET and employment policies, institutions, and practices.