



Swiss  
**Cultural Fund**  
Albania

# Call for capacity building consultancy

## Application guidelines

A project of the Swiss Agency for  
Development and Cooperation SDC



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

**Swiss Agency for Development  
and Cooperation SDC**

Implemented by:

**CBTL** | Center for Business  
Technology and Leadership

## Important dates

Launch of call: 25.04.2022

Deadline for applications: 25.05.2022

Deadline to submit questions: 15.05.2022

Answers to be published by: 10.06.2022

## Background

Albania has a very young population with a keen interest in arts and culture. The biggest challenge for the independent artistic environment in Albania is the lack of funding and the lack of ability to network, fundraise and to implement artistic projects.

SCF is aimed towards fostering inclusive and prosperous communities by strengthening the cultural sector. In this context, SCFA aims to advance the independent cultural scene in Albania by supporting authentic cultural production, encouraging participation, and raising capacities of cultural actors. This initiative seeks to:

- Improve skills and abilities for project funding and success through training and capacity building workshops;
- Support prospective project that will be more sustainable in the long run;
- Provide assistance in project management
- Build a community around the Swiss Cultural Fund that will ensure long term backstopping and cooperation for all projects and artists engaged;

As the implementing party of the cultural fund, our mission is to attract and develop a range of cultural events and projects allowing the independent artistic scene to become more presented in Albania and possibly the region with special emphasis on the encouragement of new talent.

Through this program, we aim to foster a collaborative approach with the interested parties, as well as assist and supply them with fund related context that will be valuable to all prospective participants.

## Specific situation

Under the Capacity Building pillar there are included Training Packages for the all Grant Applicants:

- Training Package 1 including nutshells courses into:
  - Writing a grant proposal;
  - Understanding SCF calls and application process;
  - Use of digital tools in Art and Culture to document and promote cultural events and artistic products.
- Training Package 2 including nutshells courses into:
  - Project management under SCF support;
  - Event organization and logistics;
  - Communication strategy;
  - Financial management;
  - Narrative and financial reporting.

This Program is designed to provide trainings on how to write project proposals with cultural backgrounds and how to use technology in this field, for the young artists, organizations and other sectorial stakeholders, and equip them with the knowledge and tools required to achieve excellence in cultural grant applications. The trainings are aimed to be fit for the local art community.

The Capacity Building instrument especially targets **potential emerging artists with innovative initiatives** that will be interested to apply for the projects under the local calls for proposal, which will be issued during this project or other similar-related projects.

## Target Groups

This training program is designed for young artists, organizations and other sectorial stakeholders, interested in Cultural Grants Applications.

The first Training Package will be for all Prospective Applicants, while the Second one will be only for the selected applicants to enable them to gain better management skills and competences, as well as the shortlisted applicants encouraged to apply in future calls.

## Goals / Objectives

The main goals of the Program are to:

- Strengthen the independent cultural sector of Albania through capacity development and innovative funding opportunities;
- Prepare the right environment in order to implement the Fund Management program;
- Increase cooperation with local artists organizations,
- Increase cooperation with partner organizations

## Modality of training program

The overall task of the consultant is to develop and deliver the two packages of the training program for young artists, organizations and other sectorial stakeholders, interested in Cultural Grants Applications.

### **The tasks in detail:**

- a) Prepare a detailed training programme for the training sessions of which the consultant is in charge and agree the training schedule with SCFA
- b) Prepare training content and training hand-outs for the respective training sessions according to the agreed format (to be agreed with SCF)
- c) Mobilize, prepare and coordinate trainers (internal organization)
- d) Deliver each of the respective training sessions at least 2 times during the year, as agreed with the Project Management team.
- e) Evaluate the training sessions together with the participants at the end of each training session delivery
- f) After having delivered the trainings with the first group, amend the module content and handouts according to the evaluation results.
- g) After the end of the whole delivery period prepare a training report which includes recommendations for changes and improvements
- h) During the whole preparation and delivery period closely coordinate and cooperate with SCF team

In addition:

- i) Organize the training for the respective training sessions, (logistic and participant-related organization). All the expenses related to logistics of training organization should be included in the financial offer.

This includes:

Inform participants about arrangements (logistics, organization); send program to participants 3 days before the training starts;

Organize training venue and organize catering for each training session. In case of virtual events, organize online infrastructure.

To ensure Program success and long-term sustainability of the initiative, the Program seeks local facilitators, trainers and organizations. The identified experienced trainers / training company will be briefed on the overall context and goals for Capacity Building Training in order to design and complete training curricula.

## 5.2 Training modules, content and modalities of delivery

Training module	Training module content	No of days for training delivery	No of rounds to deliver	Participants
Training Package 1	<ul style="list-style-type: none"> <li>• Writing a grant proposal;</li> <li>• Understanding SCF calls and application process;</li> <li>• Use of digital tools in Art and Culture to document and promote cultural events and artistic products.</li> <li>• Best Practices of Grant Application for the Swiss Cultural Fund – Our Grant Making approach</li> </ul>	3 Days or 5 Partial Days	2	at least 50 per session

Training Package 2	<ul style="list-style-type: none"> <li>• Project management under SCF support;</li> <li>• Event organization and logistics;</li> <li>• Communication strategy;</li> <li>• Financial management;</li> <li>• Narrative and financial reporting.</li> </ul>	2 Full Day or 4 Partial Days	2	at least 5
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### 5.3 The preliminary calendar and schedule of Activities

Schedule of Activities		Expected Duration
	Prepare the detailed training program and contents Block 1	15/07/2022
	Deliver training modules of Package/Block 1 (details to be decided)	01/08/2022- 01/10/2022
	Prepare the detailed training program and contents Block 2	15/07/2022
	Deliver training modules of Block 2	01/08/2022 - 01/10/2022
	Submit final report (summary report for SCFA with key findings, program, handouts, recommendations for future development of the training)	30/10/2022

All documents resulting from the consultancy shall be compiled and made available to SCF Project.

## Offer to be submitted

The consultant shall submit a technical and a financial offer for the proposed training sessions. The technical and financial offers have to be submitted in electronic version and in hardcopy. The electronic version has to be sent at [info@swissculturalfund.al](mailto:info@swissculturalfund.al). Deadline for submission is 25.05.2022.

### Technical offer

The technical offer contains:

- Curriculum vitae

For each of the proposed training blocks/packages the consultant will propose experienced expert(s).

- Description of modules content and methodology

### Financial offer

- The financial offer will be in Albanian Lek.
- The budget should be filled out according to the applicants' financial recourses needed to fulfill the activities and criteria of the call as per ToRs.
- The budget is expected to reflect the level of engagement, measured in days, **not to be less than 55 days in total**, including the training days, for the whole organization, informal group or individuals. In case of individuals and informal groups, the group of trainers should not be less than 2 trainers.
- It should include the cost of the experts, cost for the training logistics (venue and stationary) and the cost for the participants in the training (coffee breaks and catering).

### Legal documents of the organizations

The following legal documents of the company have to be submitted together with the offer:

- NIPT number

- Banks account details
- Act of registration
  - Profile of the Consultant
  - Similar experiences

## File handling

Please make sure that the total weight of the files submitted by email attachment does not exceed 10 MB.

For files that exceed this size, please use cloud hosting services such as Google Drive or Dropbox.

### PLEASE NOTE THAT:

- In case the links are inaccessible (ie. no access rights, invalid link, empty folder) applicants will not be notified and their application will be considered non-eligible for further evaluation.
- SCF will not accept application materials sent through download platforms such as Wetransfer, Sendspace, etc.

## Selection of candidates

Winning proposals are selected by a trilateral board that represents SCF, SDC and external independent experts.

Every applicant will receive an email notification about the result of their application.

Additionally, successful applicants will be announced on SCF's website and social media channels.

## Complaints

Applicants have the right to file a complaint, which must be made no later than five calendar days from the date of dispatch of information through written notice from SCF or publication of the list of selected projects on the official website of SCF and should clearly describe the problem/complaint base. The complaint must be made directly by the applicant and not by his or her legal representative or mediator to our email address. SCFA will provide an answer to the complainant no later than 15 days from the deadline set for filing the appeal.

## Contact



Please use the following address to submit your questions or application:

**info@swissculturalfund.al**

For applications, please use the following code in the beginning of the subject line: **CB\_A**

For questions, please use the following code in the beginning of the subject line: **CB\_Q**

**Please note that based on the SCF calls regulation, the answers to your questions will be published no later than five days from the deadline for question submission. Until that date you will not receive a private answer in your email address.**