

Një projekt i Agjencisë Zvicerane për
Zhvillim dhe Bashkëpunim SDC



Schweizerische Eidgenossenschaft
Confédération suisse
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Agjencia Zvicerane për Zhvillim
dhe Bashkëpunim SDC

Zbatuar nga:



Save the Children



5th January 2022

TERMS OF REFERENCE (TOR no. 2022/001)

Assessment and inspection of delivery methods of the subjects covering healthy behaviour and good hygienic practices in the framework of the project “Shkollat për Shëndetin”

1. BACKGROUND AND RATIONALE

“Shkollat për Shëndetin” is a Swiss Agency for Development and Cooperation (SDC) project implemented by Save the Children. This nationwide project consisted of a 1-year Inception Phase (March 2020 – February 2021), followed by a 4-year Main Phase (March 2021 – February 2025).

The overarching goal of the project is to reduce exposure to the major risk factors for non-communicable diseases (NCDs) in the Albanian population in general, with a particular focus on schoolchildren. More specifically, “Shkollat për Shëndetin” is intended to promote positive behavioural changes among all primary schoolchildren (aged 6-16 years) in Albania, their respective families and communities at large.

Beneficiaries of this project will consist of all 9-year schools in Albania (through *online* interventions). Furthermore, a nationwide representative sample of 120 schools will benefit from additional *onsite* interventions, through a gradual inclusion of schools, starting with 30 schools in the first year of the Main Phase (covering the period March 2021 – February 2022) in three regions of Albania.

According to one of the outputs, the project aims to strengthen school capacities regarding children’s health promotion engagement. The project will ensure social inclusion of the most vulnerable communities and therefore, the schools located in peri-urban and rural areas will be engaged in the project.

2. AIM AND OBJECTIVES OF THE ASSIGNMENT

Aim:

Save the Children is seeking to contract a service provider (*company/NGO*) to contribute in developing an assessment and inspection of delivery methods of the subjects covering healthy behaviour and good hygienic practices.

Specific Objectives:

- Identification of potential gaps in effective delivery methods of biology, physical education, and civil education (i.e., subjects/disciplines covering healthy behaviour/lifestyle and good hygienic practices).
- Preparation of a platform for inspection and observation visits.
- Assessment visits in three regions of Albania (Elbasan, Korça, Kukës).

3. SERVICE PERIOD

The duration of the service will be over the period 17 January- 18 February*.

The service provider is required to proceed according to the following assignment steps:

No.	Assignment Steps
1.	Preparatory work: <ul style="list-style-type: none">- Refinement of the methodology and work-plan for assessment and inspection of delivery method of the subjects covering healthy behaviour and good hygienic practices.- Consultative meetings with the project team and relevant stakeholders.- Development of platform for assessment and inspection.
2.	Conducting 90 observation visits in three regions (Korça, Kukës, Elbasan).
3.	Submission of the final narrative report based on platform of observation (15 February).

*Any revision of the abovementioned timeline will be agreed with the service provider based on the work plan.

4. DELIVERABLES

It is expected from the serviced provider to submit the following deliverables:

- Methodology and work-plan for the assessment.
- Attendance lists, and photos from assessments conducted in the classrooms.
- A narrative report of the assignment at the end of the service.
- The report should be in both English and Albanian languages.

5. QUALIFICATION AND SELECTION CRITERIA FOR THE SERVICE PROVIDER

The *experts of the service provider (company/NGO)* should have the following qualifications in order to address effectively and timely the specific requirements of this assignment:

- Minimum MSc degree in Primary Education, Education Sciences, Biology, Social Sciences, or other relevant degrees.
- Background and qualifications in education and inspection at school.
- Proven expertise in conducting report of inspection based in methodology of learning in biology subject, civic education, physical education.
- Proven expertise in report writing.
- Proven ability to meet deadlines and work under pressure.
- Flexibility in responding to the needs of the contracting agency.
- Excellent oral and written communication skills in Albanian and English.

6. PROPOSAL

The serviced provider (*company/NGO*) is expected to submit a proposal, including:

- Technical proposal including the methodology and proposed work-plan for training session, timeline, and other relevant elements.
- Financial bid/proposal: lump-sum in ALL (Albanian Lekë) for all services provided, including taxes according to the Albanian legislation.
- CVs of all the proposed experts, including a summary of expertise areas as per requirements of these “Terms of Reference”, demonstrating previous experience in conducting reviews of school curricula with a focus on health topics.
- A copy of ID card of the representative of the service provider.

7. AWARD CRITERIA

The award criteria consist of the following:

- Technical proposal: 40%
- Financial proposal: 40%
- Qualification and experience of the experts: 20%

8. RESPONSIBILITY OF THE PROJECT IMPLEMENTED BY SAVE THE CHILDREN AND THE SERVICE PROVIDER

In order to respond to the objectives of assignment, the service provider (company/NGO) is expected to closely work with the team of the project “*Shkollat për Shëndetin*” implemented by Save the Children Albania.

The project team will monitor, supervise and facilitate the service provider in every step of the process. No action will be taken without the approval of the project.

The service provider (*company/NGO*) is responsible for conducting the assessment, according to the requirements and timeline included in these Terms of Reference.

9. PAYMENT MODALITY

The payment will be done as a *lump sum* after the delivery of a final report (in English and Albanian languages).

The payment will be subject to the current Albanian legislation taxes.

Expenses related to travelling to different sites and/or other potential expenses will not be covered by the project and should be responsibility of the serviced provider.

10. ADMINISTRATIVE ASPECTS

A contract between the project implemented by Save the Children and the Company/NGO will be established covering the activities defined in these “Terms of Reference”.

Interested Companies/NGOs should submit a technical proposal (approach, work-plan, and other relevant details), the financial proposal, CVs of the company/NGOs and proposed key experts, and a copy of ID of the representative (in a single email) to: shkollat.per.shendetin@savethechildren.org, by close of business 14-01-2022.

Submission of written questions about this call may be addressed to shkollat.per.shendetin@savethechildren.org, by close of business 07-01-2022. All questions will be responded by close of business 10-01-2022.