

Një projekt i Agjencisë Zvicerane për  
Zhvillim dhe Bashkëpunim SDC



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Agjencia Zvicerane për Zhvillim  
dhe Bashkëpunim SDC

Zbatuar nga:



Save the Children



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20 January, 2022

## TERMS OF REFERENCE (TOR no. 2022/003)

### **Service provider for involvement of local farmers and supporting visits and excursions in farms 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 involve local farmers in order to promote healthy food and gardening. In addition, the project aims to support the visits and excursions in farms/food processing factories/slow food points by local institutions, school staff and pupils.

## 2. AIM AND OBJECTIVES OF THE ASSIGNMENT

### Aim:

Save the Children is seeking to contract a service provider (*NGO/Company*) capable of involving local farmers and supporting visits/excursions in farms/food processing factories/slow food points.

### Specific Objectives:

- To involve local farmers in the project in order for them to promote healthy food and gardening.
- To support visits and excursions in farms/food processing factories/slow food points by local institutions, school staff and pupils.

## 3. SCOPE OF WORK

More specifically, the Company/NGO is expected to:

- Organize **3 meetings/workshops (1 in Elbasan, 1 in Kukës and 1 in Korça)** with local farmers and school staff in order to promote healthy food and gardening.
- Organize **3 visits/excursions (1 in Elbasan, 1 in Kukës and 1 in Korça)** in farms/food processing factories/slow food points with participation of school personnel and pupils pertinent to selected schools which are targeted for in-depth intervention by the project “Shkollat për Shëndetin”.

## 4. SERVICE PERIOD

The duration of the service will be over the period 20 January - 15 February 2022.

The NGO/Company is required to proceed according to the following assignment steps:

No.	Assignment Steps
1.	Preparatory work: <ul style="list-style-type: none"><li>- Endorsement of the work-plan and structure of the meetings/workshops and visits/excursions.</li><li>- Consultative meetings with the project team and relevant stakeholders.</li></ul>
2.	Meetings/workshops with local farmers and school staff (1 in Elbasan, 1 in Korça, 1 in Kukës).
3.	Visits/excursions in farms/food processing factories/slow food points (1 in Elbasan, 1 in Korça, 1 in Kukës).
4.	Submission of the final report and all other required documents.

## 5. DELIVERABLES

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

- Attendance lists signed by participants and photos from the meetings/workshops with the local farmers.
- Attendance lists signed by participants and photos from the visits/excursions in farms/food processing factories/slow food points.
- A narrative report describing the meetings/workshops with local farmers and visits/excursions conducted.
- The report should be in both English and Albanian languages.

## 6. QUALIFICATION AND SELECTION CRITERIA FOR THE SERVICE PROVIDER

The *Company/NGO* should have the following qualifications in order to address effectively and timely the specific requirements of this assignment:

- Experience in conducting community-based activities and school-based activities.
- Background and qualifications of the Experts in public health, health education and health promotion, social sciences and other relevant areas.
- Proven expertise in conducting meetings, workshops and visits/excursions at local/community level.
- 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.

## 7. PROPOSAL

The *Company/NGO* is expected to submit a proposal, including:

- Technical proposal including the proposed work-plan, timeline, and other relevant elements.
- Financial bid/proposal: fee of the meetings/workshops with local farmers and fee of the visits/excursions to local farms in ALL (Albanian Lekë), including taxes according to the Albanian legislation for all services provided. The service provider should issue invoices as per government instructions.
- CV of the service provider and the proposed key experts, including a summary of expertise areas as per requirements of these “Terms of Reference”, demonstrating previous experience in the organization of meetings/workshops and visits/excursions at local level.
- A copy of NIPT of the service provider and ID card of the representative.

## 8. AWARD CRITERIA

The award criteria consist of the following:

- Technical proposal: 40%
- Financial proposal: 40%:
- Qualification and experience of the Company/NGO and qualification of the key experts: 20%

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

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

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

The *Company/NGO* is responsible for conducting meetings/workshops with local farmers and visits/excursions in local farms/food processing factories/slow food points, according to the requirements and timeline included in these Terms of Reference.

## 10. PAYMENT MODALITY

The payment will be done as a *lump sum* after the delivery of:

- A final report (in both English and Albanian languages). The company/NGO should deliver, at the end of the service a final narrative report including photos and attendance lists from the events.
- An invoice

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

## 11. 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 (work-plan, timeline and other relevant details), the financial proposal, CVs of the proposed key experts, and a copy of ID of the representative (in a single email) to: [shkollat.per.shendetin@savethechildren.org](mailto:shkollat.per.shendetin@savethechildren.org), by close of business 28 – 01 – 2022.

Submission of written questions about this call may be addressed to [shkollat.per.shendetin@savethechildren.org](mailto:shkollat.per.shendetin@savethechildren.org), by close of business 24 – 01 – 2022. All questions will be responded by close of business 25 – 01 – 2022.