

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



07 March, 2022

TERMS OF REFERENCE No. 2022/015

Service provision for strengthening of multi-sectorial collaboration and inter-sectorial cooperation in the framework of the project “Shkollat për Shëndetin”

1. BACKGROUND

In March 2021, Save the Children started the implementation of the main phase of the Swiss Agency for Development and Cooperation (SDC) Project “Shkollat për Shëndetin”. The aim of this nationwide 4-year project is to promote healthy behavioural practices and healthy lifestyle habits in the Albanian population at large, with a particular focus on schoolchildren (aged 6-16 years) in order to control and prevent effectively the major risk factors for non-communicable diseases (NCDs) and other health emergencies including COVID-19.

Among other things, the second year of the main phase of the project (covering the period: 01 March 2022 – 28 February 2023) aims at supporting local governments for promotion of health in an inter-sectoral approach based on evidence, new standards and guidelines through:

- strengthening of multi-sectoral collaboration and inter-sectoral cooperation
- enabling of supportive environments in schools

2. AIM AND OBJECTIVES OF THE ASSIGNMENT

Save the Children is seeking to contract an NGOs/company capable for conducting activities aiming at strengthening local governments through multi-sectorial collaboration

and inter-sectorial cooperation; and enabling of supportive environments in schools for the second year of implementation of the main phase of the project “Shkollat për Shëndetin” (March 2022 – February 2023).

Save the Children is aiming to contract a service provider capable to conduct workshops in line with the following specific objectives:

Specific Objectives (with further explanations under Section 3):

Appropriate NGOs/companies should be able to:

- Conduct 10 (ten) workshops (in total) in Tirana and other municipalities where the project will work, focusing on the following:
 - on effective partnerships between the national Institute of Public Health and Health Operators with the objective of continuously updating with the new concepts on best health promotion practices at school level.
 - on enabling of supportive environments in schools to promote healthy behaviours, proper hygienic measures, and safe environment practices.
 - on collaboration between education sector and health sector regarding sexual health education (including sexuality) among children;
 - on cross-sectoral collaboration between health sector, food and nutrition sector, environmental sector and finance/economy sector for tobacco, alcohol, sugar and fat taxations, which aim at improving both health outcomes and revenues;
 - on collaboration between health sector and food and nutrition sector for ensuring healthy food choices provided by canteens, kiosks or vending machines at schools.
- Ensure direct participation and contribution of beneficiaries and all institutions involved in project activities;
- Enable prompt feedback and valuable insights from all concerned parties and project beneficiaries.

3. APPROACH OF THE CONSULTANCY SERVICE

3.1. The Service Provider (NGO/Company) is expected to be capable of strengthening the multi-sectoral collaboration and inter-sectoral cooperation on promotion of healthy behaviours among school-aged children as specified below:

- The workshops should consist of suitable approaches and should be coordinated with all relevant sectors and across a large number of stakeholders in the governmental sector and other state actors, with the aim of providing synergy and foster joint action through appropriate incentives for each actor involved, to

ultimately induce sustainable positive behavioural changes and healthy lifestyle practices among children, their families, and communities at large.

3.2. *The Service Provider (NGO/Company) is expected to be capable of conducting activities on enabling supportive environments in schools for health promotion and health education activities as specified below:*

- The workshops should consist of suitable approaches and should be coordinated with all relevant sectors and across a large number of stakeholders in the governmental sector, other state actors, non-governmental sector and also the private sector with the aim of providing synergy and foster joint action through appropriate incentives for each actor involved to ensure supportive environments in schools for promotion of healthy behaviours, proper hygienic measures, and safe environment practices.

3.3. *The Service Provider (NGO/Company) is expected to be capable of ensuring direct participation and contribution of beneficiaries as described below:*

- All the interventions should carefully consider and adequately address the principles of participation and decision-making, which are fundamental principles of good governance. From this standpoint, all the proposed interventions should consider (whenever relevant and applicable) direct participation and full involvement of local governments and affiliated agencies, and other relevant institutions.

3.4. *The Service Provider (NGO/Company) is expected to be capable of ensuring prompt feedback and valuable insights from all concerned parties as described below:*

- All the interventions should stimulate sharing of the ideas, feedback, opinions, and discussions of the all relevant actors.

4. SERVICE PERIOD

The duration of the service will be over the period April – December 2022.

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

No.	Assignment Steps
1.	Preparatory work through consultative meetings with relevant stakeholders and the project team. Approval of the working plan by project team (municipalities where the workshops will take place and the respective timeline).
2.	Organization of the workshops (n=10).
3.	Submission of the final report.

5. ELIGIBILITY CRITERIA FOR POTENTIAL SERVICE PROVIDERS

The service provider (NGO/Company) should meet the following criteria in order to address effectively and timely the specific requirements of this call:

- The service provider must be a legally registered NGO/Company in Albania.
- The service provider must have proven working experience on organizing workshops with stakeholders from central and local government or other state institutions.
- The key experts proposed by the serviced provider should have background in public health; health promotion and other field relevant to the requirement of this call.
- Also, the key experts proposed by the service provider should hold at least an MSc degree in Health Sciences, Social Sciences, or other relevant fields and should have proven working experience as per scope of this service.
- Furthermore, the service provider should have proven expertise in report writing.
- The service provider should have proven ability to meet deadlines and work under pressure.
- The service provider should have flexibility in responding to the needs of the contracting agency.
- All the proposed experts pertinent to the service provider should have excellent oral and written communication skills in both Albanian and English languages.

6. PROPOSAL

The *Service Provider (NGO/Company)* is expected to submit a proposal, including:

- Technical proposal including, at least, the following elements:
 - Proposed approaches (models) on organizing the workshop
 - Comprehensiveness and coherence according to the specific objectives of this call.
 - Feasibility of the proposed interventions.
- Financial bid/proposal including the following elements:
 - Workshop cost in ALL (Albanian Lekë) (all taxes included)
 - Cost structure (break down budget of one workshop)
- CV of the NGO/Company, as well as CVs of all key experts proposed, including a summary of expertise areas as per requirements of these “Terms of Reference”, demonstrating previous experience as per scope of this service.

- A copy of the ID card for the designated representative of the service provider (NGO/Company) and the key experts proposed.
- Legal registration of the NGO/company (a copy of NIPT).

7. Award Criteria

The award criteria consist of the following components:

- Technical proposal: 40%
- Financial proposal: 40%
- CV of the applicant: 20%

The award criteria are specified in detail in the table below:

CRITERIA	DESCRIPTION	SCORE
Technical proposal	Comprehensiveness (completeness) and coherence (consistency) of the proposal	10%
	Methodology: proposed intervention approaches (models)	20%
	Feasibility of implementation	10%
	Subtotal	40%
Financial proposal	Workshop cost and cost structure	20%
	Financial feasibility	20%
	Subtotal	40%
CV of the applicant	<i>Service Provider:</i> experience of the NGO/company with similar projects (deliver workshop on multi-sectoral and inter-sectoral collaboration; and with local government as per scope of this service)	5%
	<i>Experts:</i> qualification and experience of the proposed key experts (in health promotion, health education, social sciences or other relevant fields related to the scope of this service and demonstrating previous experience as per scope of this service)	15%
	Subtotal	20%
TOTAL SCORE		100%

8. DELIVERABLES

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

- Report for each workshop (including agenda, PPT presentations, list of participants and photos from the workshop).
- Final narrative report at the end of the service.

9. RESPONSIBILITY OF THE PROJECT “SHKOLLAT PËR SHËNDETIN” AND THE SERVICE PROVIDER

The team of the project implemented by Save the Children will facilitate the service provider in every step of the process. No action will be taken without the approval of the project.

The *service provider* is responsible for conducting the workshops as per the approved work-plan; reporting for each workshop; and also for the final narrative report at the end of the service.

10. PAYMENT MODALITY

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

- A report for each workshop (including agenda, PPT presentations, list of participants and photos from the workshop).
- A final narrative report at the end of the service.

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 service provider will be established covering the activities defined in these “Terms of Reference”.

Interested service providers should submit a technical proposal (approach, work-plan, and timeline), the financial proposal (if VAT is applicable and type of invoices issued), CVs of the company/NGO and the key experts proposed, and a copy of the ID card of the representative (in a single email) to: shkollat.per.shendetin@savethechildren.org, by close of business 18 – 03 – 2022.

The application should be submitted in English by email at the following address:
shkollat.per.shendetin@savethechildren.org.

Submission of written questions about this call may be addressed to shkollat.per.shendetin@savethechildren.org, by close of business 08 – 03 – 2022. All questions will be responded by close of business 10 – 03 – 2022.