

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



10 January, 2022

TERMS OF REFERENCE (TOR no. 2022/004)

Service provider for implementation of selected elements of the Icelandic health promotion model 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 implement selected elements of the Icelandic health promotion model, adapted and tailored in accordance with the context and specificities of local communities in Albania.

2. AIM AND OBJECTIVES OF THE ASSIGNMENT

Aim:

Save the Children is seeking to contract a service provider (*NGO/Company*) capable of implementing selected elements of the Icelandic health promotion model in some local communities in Albania.

Specific Objectives:

- To organize meetings at community level with parents and teenagers (children aged 11-16 years) in order to provide information and encouragement toward healthy behaviours and healthy lifestyle practices.
- To organize sport activities and/or other constructive leisure time activities at community level thereby promoting positive behaviours and healthy lifestyle practices.

3. SCOPE OF WORK

More specifically, the Company/NGO is expected to:

- Organize **3 informative meetings (1 in Elbasan, 1 in Kukës and 1 in Korça)** with parents and teenagers (children aged 11-16 years) regarding promotion of healthy behaviours and healthy lifestyle practices.
- Organize **3 events (1 in Elbasan, 1 in Kukës and 1 in Korça)** with parents and teenagers consisting of sport activities and/or other constructive leisure time activities.

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">- Endorsement of the work-plan and structure of the informative meetings and events (sport activities and/or other constructive leisure time

	activities). - Consultative meetings with the project team and relevant stakeholders.
2.	Informative meetings with parents and teenagers at community level (1 in Elbasan, 1 in Korça, 1 in Kukës).
3.	Events (sport activities and/or other constructive leisure time activities) with parents and teenagers (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 and photos from the informative meetings with parents and teenagers.
- Attendance lists and photos from the events (sport activities and/or other constructive leisure time activities) with parents and teenagers.
- A narrative report describing the informative meetings and the events (sport activities and/or other constructive leisure time activities) with parents and teenagers.
- 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.
- 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 and events 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 informative meetings and fee of the events (sports and/or other leisure time activities) 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 informative meetings and other events at local (community) 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 the informative meetings and the other events (sports and/or other leisure time activities) with parents and teenagers, 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 meetings and other 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, 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 11 – 01 – 2022. All questions will be responded by close of business 12 – 01 – 2022.