

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



---

13 September, 2022

## **TERMS OF REFERENCE (TOR no. 2022/051) – second call**

**Assessment and inspection of delivery methods of the subjects  
covering healthy behaviours 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 for the assessment and inspection of delivery methods of the subjects covering healthy behaviours and good hygienic practices in 9-year schools in Albania.

### Specific Objectives:

- Preparation of a platform for inspection and observation visits.
- Identification of potential gaps in effective delivery methods of biology, physical education, and civil education (i.e., subjects/disciplines covering healthy behaviours/lifestyles and good hygienic practices).
- Report on assessment visits in selected regions including recommendations on improvement of the situation based on the potential problems and gaps identified.

## 3. SERVICE PERIOD

The duration of the service will be over the period 26 September – 11 November 2022\*.

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"> <li>- Refinement of the methodology, check-list for inspection/observation visits, work-plan for assessment and inspection of delivery methods of the subjects covering healthy behaviours and good hygienic practices.</li> <li>- Consultative meetings with the project team and relevant stakeholders.</li> <li>- Development of the platform for assessment and inspection visits.</li> </ul>

2.	Conducting <u>90 observation/inspection visits</u> in six regions (Korçë, Kukës, Elbasan Lezhë, Berat and Durrës, according to the specifications provided in “Annex 1”)*.
3.	Submission of the final narrative report based on the platform of the assessment performed (including findings from the observation/inspection visits carried out).

\*Any revision of the abovementioned table 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 conducted.
- 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 Education Sciences, Biology, Social Sciences, Health Sciences, or other relevant degrees.
- Background and qualifications in education and inspection at school level.
- Proven expertise in conducting inspection/observation visits based on the methodology of teaching/learning, especially in the subjects of: biology, 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, check-list of inspection/observation visits, proposed work-plan for the assessment visits, 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. The financial proposal should also specify the fee for inspection/observation visits for each region separately.
- 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 school-based assessment visits 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.

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 service providers (companies/NGOs) should submit a technical proposal, a financial proposal (if VAT is applicable and type of invoices issued), CV 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 19 – 09 – 2022.

Submission of written questions about this call may be addressed to shkollat.per.shendetin@savethechildren.org, by close of business 15 – 09 – 2022. All questions will be responded by close of business 16 – 09 – 2022.

### Annex 1. Number of observation/assessment visits in the regions selected

The table below presents the number of assessment/observation visits which should be conducted in each of the six regions targeted for in-depth interventions by the project “Shkollat për Shëndetin”:

REGION	NUMBER
Korcë	10
Elbasan	15
Kukës	5
Durrës	25
Berat	20
Lezhë	15
<b>TOTAL</b>	<b>90 (ninety)</b>