

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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17 August, 2022

## TERMS OF REFERENCE (TOR no. 2022/052)

**Service provision for capacity building and empowerment of children's governing bodies and promotion of child participation in peer groups in the framework of the project "Shkollat për Shëndetin"**

### 1. BACKGROUND AND RATIONALE

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 the Project is to promote healthy behavioural practices and healthy lifestyle habits in the Albanian population, 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).

One of the outputs of project is to strengthen the capacities and empower the children's governance bodies as the main leaders for encouraging and promoting the peer-to-peer role in behavioural changes and promote children's participation in peer groups.

From this perspective, children are considered as the main agents for behavioural change through: child-led advocacy and peer-to-peer delivery of information on healthy behaviours and lifestyle practices (e.g., sharing of successful experiences on healthy behaviours among children).

### 2. AIM AND OBJECTIVES OF THE ASSIGNMENT

**Aim:**

Save the Children is seeking to contract a service provider (company/NGO) capable of capacity building and empowerment of the children’s governing bodies; and promotion of children participation in peer groups for the needs of the project “Shkollat për Shëndetin”.

**Specific Objectives:**

- To strengthen capacities and empower the children’s governing bodies on encouraging and promoting the peer-to-peer role in behavioural change;
- To promote children’s participation in peer groups considering children as the main agents of behavioural changes through:
  - child-led advocacy;
  - peer-to-peer delivery of information on healthy behaviour/lifestyles (e.g., sharing of successful experiences on healthy behaviours among children).
- To organize and deliver sessions (*with children governing bodies and children peer groups*) in a gender- and culturally-sensitive manner and in accordance with the local contexts, traditions and current circumstances.

**3. SERVICE PERIOD**

The duration of the service will be over the period 19 September – 31 October 2022\*.

The service provides 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 (approach for conducting of sessions) and work-plan.</li> <li>- Preparation of the modules and didactic materials or other relevant elements for both types of sessions.</li> <li>- Consultative meetings with the project team and relevant stakeholders.</li> </ul>
2.	Berat*: <ul style="list-style-type: none"> <li>- Sessions with children governing bodies (7).</li> <li>- Children peer groups (7).</li> </ul>
3.	Lezhë*: <ul style="list-style-type: none"> <li>- Sessions with children governing bodies (5).</li> <li>- Children peer groups (5).</li> </ul>

4.	<p>Durrës*:</p> <ul style="list-style-type: none"> <li>- Sessions with children governing bodies (10).</li> <li>- Children peer groups (10).</li> </ul>
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\* Any revision of the aforementioned table will be agreed with the selected service provider based on the work plan. The names of the schools where the events will take place will be provided by the project team.

#### **4. DELIVERABLES**

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

- A narrative report about sessions – children peer groups and children governance bodies conducted in each region (Durrës, Berat, Lezhë).
- List of participants in the sessions.
- Where relevant, pre-tests and post-test documenting the change of the knowledge level among children participating in the meetings.
- Photos of all events.
- The approved consensus by parents for all the children participating in the sessions.
- A narrative report of the assignment at the end of the service, in English and Albanian languages.

#### **5. QUALIFICATION AND SELECTION CRITERIA FOR THE SERVICE PROVIDER**

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

- Proven expertise in conducting sessions with school-aged children according to the requirements of this assignment.
- Staff with background in social sciences, educational sciences and health promotion with:
  - excellent oral and written communication skills in Albanian and English;
  - previous experience in conducting sessions according to the requirements of this assignment.
- Proven ability to meet deadlines and work under pressure.
- Flexibility in responding to the needs of the contracting agency.

## 6. PROPOSAL

The *Service provider* is expected to submit a proposal, including:

- Technical proposal including the approach to the sessions (the respective methods of conducting the sessions and proposal on the main topics for the module of sessions with children governing bodies and for the module of the sessions with children – peer to peer group), the proposed work-plan, timeline, didactic materials, pre-tests and post-tests (where relevant), working sheets 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 the company/NGO and key experts proposed, including a summary of expertise areas as per requirements of these “Terms of Reference”, demonstrating previous experience in delivery of similar sessions with children.
- 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 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 is responsible for conducting the sessions according to the requirements and timeline included in these Terms of Reference.

## 9. PAYMENT MODALITY

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

- A final report (in English and Albanian) about the all the sessions conducted in each region (Durrës, Berat, Lezhë), along with training materials, pre/post tests (where relevant), lists of participants attending the sessions and the approved consensus by parents for all the children participating in the sessions, as well as photos of the sessions.
- A short narrative report of the service (the template will be provided by the project in due time).

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

## **10. 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”. the start day of

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](mailto:shkollat.per.shendetin@savethechildren.org), by close of business 08 – 09 – 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 22 – 08 – 2022. All questions will be responded by close of business 25 – 08 – 2022.