

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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13 September, 2022

## **TERMS OF REFERENCE (TOR no. 2022/053) second call**

### **Service provision for raising capacities of parents/caregivers about healthy lifestyles in the framework of the project “Shkollat për Shëndetin”**

#### **1. BACKGROUND AND RATIONALE**

As of the 1<sup>st</sup> of March 2021, Save the Children have 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 6-15 years) in order to control and prevent effectively the major risk factors for NCDs.

One of the activities of the project “*Shkollat për Shëndetin*” for this year concerns raising the capacities of parents/caregivers regarding healthy lifestyle habits and healthy behavioural practices.

The aim of this activity is to deliver healthy lifestyle messages in an attractive manner to parents/caregivers of children aged 6-16 years. It is expected that participation of parents/caregivers in these health promotion activities will improve naturally their healthy lifestyle habits and healthy behavioural practices (more specifically, healthy nutritional habits and promotion of physical activity for their children; sexual and reproductive health; COVID-19 prevention and good hygienic practices in general; mental health; waste management; and how to talk about health aspects with children according to their: age, gender, disability status and special needs).

## 2. AIM AND OBJECTIVES OF THE SERVICE

### Aim:

Save the Children is seeking to contract a service provider capable of raising capacities of parents/caregivers regarding healthy lifestyle habits and healthy behavioural practices through several health promotion activities (40 meetings) for the needs of the project “Shkollat për Shëndetin”.

### Specific Objectives:

- To raise the capacities of parents/caregivers on healthy nutritional habits and promotion of physical activity for their children; sexual and reproductive health; COVID-19 prevention and good hygienic practices in general; mental health; and how to talk about health aspects with children according to their: age, gender, disability status and special needs.
- To identify and reach out a large audience and deliver effective healthy lifestyle messages, especially for vulnerable and marginalized population categories.
- To deliver adequate and culturally sensitive health promotion messages.

## 3. SERVICE PERIOD

The duration of the service will be over the period 26 September – 31 October 2022.

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

No.	Assignment Steps
1.	Preparatory work (first week): <ul style="list-style-type: none"><li>- Drafting the materials (as per topics), which will be used during the meetings with parents/caregivers.</li><li>- Consultative meetings with relevant stakeholders and the project team.</li></ul>
2.	10 meetings with parents/caregivers in Lezha region* (Lezhë, Mirdita, Kurbin).
3.	18 meetings with parents/caregivers in Durrës region* (Durrës, Krujë, Shijak).
4.	12 meetings with parents/caregivers in Berat region* (Berat, Dimal, Corovode, Polican, Kucove).

\* This list will be refined and confirmed at the beginning of the assignment.

#### **4. DELIVERABLES**

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

- A narrative report about health promotion activities (meetings) with parents/caregivers conducted in each region (Lezhë, Berat, Durrës).
- Lists of participants in the health promotion activities (meetings). The number of participants should be at least 12 (twelve) per meeting.
- The individual pre/post tests on the knowledge of participants regarding the COVID-19 prevention, nutrition, physical activity, sexual and reproductive health, mental health, and waste management & environment protection.
- Photos from all events.

#### **5. QUALIFICATION AND SELECTION CRITERIA OF 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 community work.
- Proven expertise in health promotion activities.
- Staff with background in public health and health promotion, with excellent oral and written communication skills in Albanian and English.
- 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 an application including:

- Technical proposal including the approach of the health promotion activities (meetings) with parents/caregivers, the proposed work-plan, timeline, and other relevant elements.
- Financial bid/proposal: lump-sum in ALL (Albanian Lekë) for the service provided, including taxes according to the Albanian legislation. The service provider should be eligible to issue an invoice for the service.
- 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 conducting health promotion activities at community level.
- A copy of ID card of the representative of the service provider.

## **7. AWARD CRITERIA**

The award criteria will consist of the following:

- Technical proposal: 40%
- Financial proposal: 40%
- Qualification and experience of the service provider: 20%

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

In order to respond to the objectives of this 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 carrying out the meetings 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 about health promotion activities (meetings) conducted in each region (Lezhë, Berat, Durrës), along with lists of participants attending the meetings, individual pre/post tests on knowledge of participants regarding COVID-19 prevention, nutrition, physical activity, sexual and reproductive health, mental health, and waste management & environment protection, and photos from each event.
- 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”.

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 19 – 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 15 – 09 – 2022. All questions will be responded by close of business 16 – 09 – 2022.