

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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31 August, 2022

## TERMS OF REFERENCE (TOR no. 2022/055) – relaunch

**Expert for developing technical specifications for purchasing mobile dental care units/clinics, evaluating technically the applications of service providers, and providing quality assurance for the needs of the project “Shkollat për Shëndetin”**

### 1. BACKGROUND AND RATIONALE

In March 2022, Save the Children have started the implementation of the second year of the Swiss Agency for Development and Cooperation (SDC) Project: “*Shkollat për Shëndetin*”.

The aim of this 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).

Oral health (dental care) is very important as its compromised status can alter food choices thereby negatively impacting food intake. The Albanian Ministry of Health and Social Protection (MoHSP) has prepared a policy brief on dental care. This policy brief envisages a strong commitment and a clear plan for provision of oral health services in school settings in Albania. Furthermore, this policy brief on dental care has been already endorsed by the National Committee on Child Protection, which is under the auspices of the MoHSP.

Screening for dental problems will be a core function of this upcoming national program on oral health, whose ultimate goal will be to reach all children, including the most vulnerable and marginalized categories pertinent to remote areas of Albania.

However, in order to reach children residing in remote areas of the country, amongst others, the MoHSP is asking the project “Shkollat për Shëndetin” to purchase two mobile dental care units/clinics for provision of dental care services. In addition to purchasing of the mobile units/clinics, the Project will support the MoHSP regarding the mapping of dental care services in the country, a national screening program, and an awareness raising campaign on oral health.

The main aim of the mobile units (clinics) would be to provide dental care services to rural and remote areas of Albania, so as all children (including the most vulnerable and marginalized population categories) will ultimately benefit from such services.

Of note, the custom clearance for these mobile dental units/clinics should rely on the Albanian MoHSP due to legal aspects involved (e.g., requirements for the importing licence regarding this type of machines/devices), as well as the VAT processes.

In order to accommodate this request from the MoHSP, the project “*Shkollat për Shëndetin*” is seeking to recruit a short-term expert/consultant who will support the process of purchasing the required mobile dental units/clinics.

## **2. AIM AND OBJECTIVES OF THE ASSIGNMENT**

### **Aim:**

Save the Children is seeking to contract an expert/consultant capable of developing technical specifications for purchasing mobile dental care units/clinics; conducting technical evaluation of the applications of service providers; and providing quality assurance.

### **Specific Objectives:**

- To develop technical requirements (specifications) for purchasing mobile dental care units/clinics.
- To evaluate the technical specifications for all applications of potential service providers for purchasing the mobile dental care units/clinics.
- To provide quality assurance (endorse the acquisition of the mobile dental care units/clinics that will be purchased).
- To coordinate and communicate closely with the project team and the MoHSP for the whole duration of the assignment.

### 3. SCOPE OF WORK

More specifically, under the lead of the project team, the expert/consultant is expected to:

- Initially, develop relevant technical specifications (including, in particular, specification of technical criteria) for purchasing the mobile dental care units/clinics according to the needs of the MoHSP, as mediated by the project “Shkollat për Shëndetin”. The TORs should be based on the specific needs/requirements of the MoHSP and, therefore, a close work/collaboration with the project “Shkollat për Shëndetin” and relevant MoHSP representatives is mandatory for this service. The expert/consultant is expected to contribute only in the development of the technical criteria of the TORs (the other parts will be prepared by the Project “Shkollat për Shëndetin”).
- Subsequently, the expert/consultant should evaluate technically all the applications of potential service providers for purchasing the mobile dental care units/clinics.
- Finally, the project team and the expert/consultant should endorse the acquisition of the mobile dental care units/clinics, according to the needs/requirements of the Albanian MoHSP.

### 4. SERVICE PERIOD

The duration of the service will be 12 (twelve) working days, distributed according to the needs of the project over the period 07 September – 30 November, 2022<sup>1</sup>.

The expert/consultant is required to proceed according to the following assignment steps:

No.	Assignment Steps
1.	Preparatory work (2 days): - Consultative meetings with the project team, representatives from the MoHSP and other key relevant actors.
2.	Preparation of the technical specifications for purchasing the mobile dental care units/clinics (6 days).
3.	Technical evaluation of the applications for purchasing the mobile dental care units/clinics (2 days).
4.	Provide quality assurance for the mobile dental care units/clinics that will be purchased (2 days).

<sup>1</sup> This is only a tentative timeline, which may be subject to change.

## 5. DELIVERABLES

It is expected from the expert/consultant to submit the following deliverables:

- Agreed work-plan and timeline.
- Technical specifications for purchasing the mobile dental care units/clinics.
- A report on the technical evaluation of all applications (of potential service providers) for purchasing of the mobile dental care units/clinics.
- A declaration (letter of confirmation) regarding the quality of the mobile dental care units/clinics that will be purchased.
- All the aforementioned deliverables should be in both English and Albanian languages.

## 6. QUALIFICATION AND SELECTION CRITERIA FOR THE EXPERT/CONSULTANT

The *expert/consultant* should have the following qualifications in order to address effectively and timely the specific requirements of this assignment:

- Proven expertise and knowledge about mobile dental care units/clinics.
- Experience in the field of dental care (oral health).
- Background and qualifications ICT, health sciences, economics, or other relevant fields.
- Proven expertise in similar assignments, including development and TORs and technical evaluation of the applications.
- 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 *expert/consultant* is expected to submit a proposal, including:

- Technical proposal including the approach, proposed work-plan, timeline, and other relevant elements regarding the required tasks.
- Financial bid/proposal: lump-sum in ALL (Albanian Lekë) for all services provided (12 working days spread over the specified period of time under these TORs), including taxes according to the Albanian legislation.

- CV of the expert/consultant, including a summary of expertise areas as per requirements of these “Terms of Reference”, demonstrating previous experience in similar assignments/tasks.

## **8. AWARD CRITERIA**

The award criteria consist of the following:

- Technical proposal: 40%
- Financial proposal: 40%
- Qualification and experience of the expert/consultant: 20%

## **9. RESPONSIBILITY OF THE PROJECT IMPLEMENTED BY SAVE THE CHILDREN AND THE EXPERT/CONSULTANT**

In order to respond to the objectives of assignment, the expert/consultant is expected to closely work with the project “*Shkollat për Shëndetin*” and relevant MoHSP representatives.

The project team will provide all the necessary documents and facilitate the access to different sources of information including liaising with the MoHSP. Also, the project team will monitor and supervise the expert/consultant in every step of the process. No action will be taken without the approval of the project.

The *expert/consultant* is responsible for developing the technical requirements (specifications) for purchasing of the mobile dental care units/clinics; technical evaluation of the applications of potential service providers; and quality assurance for the mobile dental care units/clinics that will be purchased.

All activities should be conducted in accordance with the requirements and timeline included in these Terms of Reference.

## **10. PAYMENT MODALITY**

The payment will be done at the end of the service as a *lump sum* after the endorsement (confirmation) by the expert/consultant of the dental care mobile units/clinics that will be purchased, in addition to a final report (in Albanian and English).

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 expert/consultant will be established covering the activities defined in these “Terms of Reference”.

Interested experts/consultants should submit a technical proposal (approach, work-plan, and timeline), the financial proposal, a detailed CV, and a copy of ID card (in a single email) to: [shkollat.per.shendetin@savethechildren.org](mailto:shkollat.per.shendetin@savethechildren.org), by close of business 07 – 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 02 – 09 – 2022. All questions will be responded by close of business 06 – 09 – 2022.