



23 September, 2022

TERMS OF REFERENCE (TOR no. 2022/063)

Expert for supporting the process of assessment/mapping of the dental care services, design of implementation in phases of the national screening program on oral health, and awareness raising campaign on oral health for school-aged children in Albania in the framework of the project “Shkollat për Shëndetin”

1. BACKGROUND

Save the Children is currently implementing the Swiss Agency for Development and Cooperation (SDC) Project “*Shkollat për Shëndetin*”, whose aim 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.

Following this policy brief, the project “*Shkollat për Shëndetin*” is aiming at supporting the MoHSP regarding the implementation of a dental care (oral health) campaign consisting of the following components:

- Awareness raising about oral health aspects (dental care) among school-aged children.
- Assessment/mapping of the dental care services for school-aged children in Albania.

- Support of the MoHSP for design of implementation in phases of the national screening program on oral health (dental care).

In order to facilitate this process, the project “*Shkollat për Shëndetin*” is seeking to recruit an expert/consultant with relevant knowledge and experience on dental care and public health.

2. AIM AND OBJECTIVES OF THE ASSIGNMENT

Aim:

Save the Children is seeking to contract an expert/consultant who will support the process of assessment/mapping of the dental care services, design of implementation in phases of the national screening program on oral health, and an awareness raising campaign on oral health for school-aged children in Albania in the framework of the project “*Shkollat për Shëndetin*”.

Specific Objectives:

- To develop specific technical criteria for relevant terms of reference (TOR) for a service provider (company/NGO) which will eventually conduct the mapping/assessment and the design of implementation in phases of the national screening program on dental care, as well as an awareness raising campaign on oral health at a national level by use of informative materials and other means of communication.
- To evaluate technically all applications of potential service providers for conducting assessment/mapping of dental care services, design of implementation in phases of the national screening program on dental care, as well as awareness raising campaign.
- To communicate closely with the project team (including the international consultants) and relevant representatives from the MoHSP.
- To enable prompt feedback and valuable insights from all concerned parties.

3. SCOPE OF WORK

More specifically, the expert/consultant is expected to:

- Initially, develop relevant technical specifications (technical criteria) for the mapping/assessment of services, design of the implementation in phases of the national screening program on dental care and the awareness raising campaign on oral health, according to the needs of the MoHSP¹, as mediated by the project “*Shkollat për*

¹ The selected service provider will eventually organize and coordinate the work of the members of the working group (nominated by the Minister of the MoHSP, through a specific Order No. 177, date 18-03-2022 on: “*Establishment of a working group for development of the national screening program on dental care (oral health) for Albanian children*”) regarding the assessment/mapping of the dental care services for school-aged children in Albania, design of the implementation in phases of the national screening program on oral health for children, and design of an awareness raising campaign on oral health.

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.

- Subsequently, the expert/consultant should evaluate technically all the applications.

4. SERVICE PERIOD

The duration of the service will be 10 (ten) working days, distributed according to the needs of the project over the period 10 October – 23 December, 2022.

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 mapping/assessment of services, design of the implementation in phases of the national screening program and the awareness raising campaign on oral health (6 days).
3.	Technical evaluation of all the applications for mapping/assessment of services, design of the implementation in phases of the national screening program and the awareness raising campaign on dental care (2 days).

5. DELIVERABLES

At the end of the activities, the expert/consultant is expected to provide the following deliverables:

- Agreed work-plan and timeline.
- Technical specifications for mapping/assessment of services, design of the implementation in phases of the national screening program and the awareness raising campaign on dental care.
- A report on the technical evaluation of all applications for the mapping/assessment of services, design of the implementation in phases of the national screening program, and the awareness raising campaign on dental care.
- A narrative report describing shortly all steps of the assignment.
- All the aforementioned deliverables should be in both English and Albanian languages.

6. QUALIFICATION AND SELECTION CRITERIA OF 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 dental care (oral health) of at least 5 (five) years.
- Experience in the field of dental care (oral health) of at least 5 (five) years.
- Background and qualifications in oral health, health sciences, or other relevant fields.
- Proven expertise in similar assignments, including development of 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 (10 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 components:

- Technical proposal: 40%
- Financial proposal: 40%
- CV 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 monitor, supervise and facilitate 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 relevant technical specifications (technical criteria) for the mapping/assessment of services, design of the implementation in phases of the national screening program and the awareness raising campaign on dental care; and, subsequently, the technical evaluation of all the applications.

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 by the expert/consultant of the technical specifications (technical criteria) for the mapping/assessment of services, design of the implementation in phases of the national screening program, the awareness raising campaign on oral health and, subsequently, the report on the technical evaluation of all the applications.

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

- 1- technical proposal (approach, work-plan, and timeline),
- 2- the financial proposal,
- 3- a detailed CV,
- 4- a copy of ID card

Your application should be submit by e-mail (in a single email) by close of business **03 – 10 – 2022** to: shkollat.per.shendetin@savethechildren.org.

Kindly state in the subject of the e-mail the TORse reference number.

Submission of written questions about this call may be addressed to shkollat.per.shendetin@savethechildren.org, by close of business 26 – 09 – 2022. All questions will be responded by close of business 28 – 09 – 2022.

