

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



October 14, 2022

TERMS OF REFERENCE (TOR no. 2022/068)

Consultancy service for data analysis and preparation of a report based on the fourth round of the survey on Health Behavioural Characteristics in School-Aged Children (HBSC), Albania 2022 for the needs of the project “Shkollat për Shëndetin”

1. BACKGROUND

“Shkollat për Shëndetin” is a Swiss Agency for Development and Cooperation (SDC) project implemented by Save the Children, aiming at reducing exposure to the major risk factors for non-communicable diseases (NCDs) in the Albanian population in general, with a particular focus on schoolchildren aged 6-16 years.

According to one output of the second implementation year of the project (covering the period March 2022 – February 2023), the project seeks to collect important information about the prevalence and sociodemographic correlates of a wide range of health behaviours and lifestyle characteristics among children pertinent to 9-year schools in different districts of Albania.

The “Health Behaviours in School-Aged Children” (HBSC) is an international study of the WHO Regional Office for Europe, which currently includes 50 countries and regions across Europe and North America. This survey, carried out every four years and funded at national level in each country, employs an international-prototype self-report questionnaire aiming at assessing adolescent health and well-being. Albania became part of the network of countries participating in the HBSC study since 2007. In 2009, Albania participated for the first time in the HBSC 2009-10 study. To date, four rounds of HBSC

survey have been implemented in Albania (the second round in 2013-14, the third round in 2017-18, and the fourth round in 2022). The internationally-standardized HBSC questionnaire has undergone some minor adjustments related to the health-educational specificities of Albania.

The data collection for the fourth round of HBSC survey in Albania was completed in May 2022 by the national Institute of Public Health (IPH) under the technical guidance of WHO. At this stage, there is need for data processing, editing and analysis, as well as report writing based on the findings pertinent to the fourth round of HBSC in Albania.

The information generated by the HBSC 2022 survey will support the Ministry of Health and Social Protection (MoHSP) and the Ministry of Education and Sport (MoES) in Albania to inform policy, implement evidence-based programs and identify priorities for future interventions aiming at improving health behaviours among Albanian schoolchildren. At the same time, the information provided by HBSC 2022 will inform the interventions of the project “*Shkollat për Shëndetin*”, which will last until February 2025.

2. AIM AND OBJECTIVES OF THE ASSIGNMENT

Aim:

Save the Children is seeking to contract a group of experts who will develop a comprehensive report informing about the current status of health behavioural characteristics among children attending 9-year schools in Albania, based on the data collected during the HBSC 2022 survey in Albania.

Specific Objectives (with further explanations under Section 3):

- To analyse the data collected during the fourth round of the HBSC survey which was conducted in Albania in 2022.
- To provide evidence about the current health status and selected health behavioural characteristics among pupils pertinent to 9-year schools in Albania.

3. APPROACH OF THE CONSULTANCY SERVICE

3.1. The experts' group is expected to analyse the data collected in the fourth round of “Health Behaviours in School-Aged Children” (HBSC), which was conducted in Albania in 2022, as described below:

- The HBSC 2022 database should be initially cleaned, processed and subsequently analysed. The data analysis should provide disaggregated information about a range of sociodemographic factors including gender,

place of residence (urban vs. rural areas) and socioeconomic status of schoolchildren.

3.2. *The experts' group is expected to write a report based on "Health Behaviours in School-Aged Children" (HBSC) as described below:*

- The final report should provide comprehensive information by assembling and putting together all the findings based on the HBSC 2022 survey, including the following health status characteristics and health behaviour factors: body image, bullying and fighting, eating behaviors, health complaints, injuries, life satisfaction, obesity, oral health, physical activity, relationships (family and peers), school environment, self-rated health, sexual behavior, socioeconomic environment, and substance use (alcohol, tobacco and cannabis).

4. SERVICE PERIOD

The duration of the service will be over the period 01-30 November 2022.

The experts' group is required to proceed according to the following assignment steps:

No.	Assignment Steps
1.	Preparatory work: - Familiarize with the content of the HBSC 2022 database needed for the statistical analysis and development of the methodology for data analysis. - Consultative meetings with the project team.
2.	Data processing, editing, and analysis of the HBSC 2022 database.
3.	Report writing based on HBSC 2022 findings.
4.	Submission of a comprehensive Final Report in Albanian and a summary in English.

5. DELIVERABLES

At the end of the service period, it is expected from the experts' group to submit (jointly) the following deliverables:

- A comprehensive final report about HBSC 2022 survey.
- A short narrative report of the assignment at the end of the service (a template of the narrative report will be provided by the project team in due time).

6. QUALIFICATION AND SELECTION CRITERIA OF THE EXPERTS' GROUP

The service provider should consist of a group of at least three experts who should have the following qualifications in order to address effectively and timely the specific requirements of this assignment:

- Minimum MSc degree in Health Sciences, Social Sciences, or other relevant degrees.
- Proven expertise in data analysis.
- Proven expertise in report writing.
- Background in public health and health promotion is considered an important added value.
- 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 *experts' group* is expected to submit a proposal, including:

- Technical proposal including, at least, the following:
 - Proposed operational plan (timeline, milestones, and other relevant elements);
 - Methodology and details about the statistical analysis that will be conducted for the HBSC database, as well as an anticipated outline of the report.
- Financial bid/proposal: lump-sum in ALL (Albanian Lekë) for all services provided, including taxes according to the Albanian legislation.
- CVs of all members of the experts' group, including a summary of expertise areas as per requirements of these "Terms of Reference", demonstrating previous experience in data analysis and report writing.
- A copy of ID cards of all members of the experts' group.

8. Award Criteria

The award criteria consist of the following:

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

9. RESPONSIBILITY OF THE PROJECT IMPLEMENTED BY SAVE THE CHILDREN AND THE EXPERTS

In order to respond to the objectives of this assignment, the experts are expected to work closely with the team of the project “*Shkollat për Shëndetin*” implemented by Save the Children Albania.

Also, the project team will monitor, supervise and facilitate the experts in every step of the process. No action will be taken without the approval of the project.

The experts’ group will be responsible for obtaining the database required for the data analysis and writing of the HBSC 2022 survey report.

Also, the *experts* are responsible for conducting the data analysis and writing of the report according to the requirements and timeline included in these Terms of Reference.

10. PAYMENT MODALITY

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

- A Final Report assembling the HBSC 2022 survey report in Albanian language and a summary in English.
- A short narrative report of the service (the template will be provided by the project team in due time).

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

Expenses related to travelling to different sites and/or other potential expenses will not be covered by the project and should be responsibility of the *experts*.

11. OTHER BUSINESS

A contract between the project implemented by Save the Children and each member of the experts’ group will be established covering the activities defined in these “Terms of Reference”.

Interested *Consultancy Service Providers (groups of at least three experts)* should submit a technical proposal, a financial proposal, CVs of all experts of the group, and a copy of ID cards (in a single email) to: shkollat.per.shendetin@savethechildren.org, by close of business 24–10–2022.

Submission of written questions about this call may be addressed to shkollat.per.shendetin@savethechildren.org, by close of business 17–10–2020. All questions will be responded by close of business 19–10–2022.