

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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14 October 2022

## **TERMS OF REFERENCE (TOR no. 2022/069)**

### **Empowerment of School Health Coordinators in the framework of the project “Shkollat për Shëndetin”**

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

“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).

In Albania, many schools do not have staff with adequate training regarding health promotion programs. Also, the proactive role of school staff regarding health promotion programs with a particular focus on inducement of sustainable healthy behaviours among children is almost inexistent.

In this framework, in close collaboration with all relevant actors, the project “Shkollat për Shëndetin” is currently addressing the pressing need to establish and strengthen the role and responsibilities of “Health Coordinators” at school level in Albania.

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

##### **Aim:**

Save the Children is seeking to contract a service provider (company/NGO) to contribute in strengthening and empowering selected School Health Coordinators (SHC), as key health promotion agents.

### **Specific Objectives (with detailed specifications under “Scope of work” :**

- Update and enrich the current annual plan of activities and coordinate the implementation of these plans in 30 schools in three regions of Albania targeted for in-depth interventions by the project “Shkollat për Shëndetin” (Elbasan, Korça and Kukës).
- Establish a coordinated communication plan with the current School Health Coordinators in the 30 pre-determined (selected) schools.
- Maintain and strengthen the network of the School Health Coordinators.
- Follow-up the implementation of the annual plan of activities and share the best practices and experiences among the coordinators of the network.
- Update the project team periodically.

### **3. SCOPE OF WORK**

- **Annual plans of activities:** the current annual plans of activities in schools should be comprehensively revised and updated including health topics in general and health promotion aspects in particular. More specifically, the annual plans in each of the targeted schools should include concrete topics regarding a wide range of health behaviours such as nutrition, physical activity, sexual and reproductive health, mental health, substance use, hygiene, environmental protection, etc.
- **Coordination and communication plan:** In order to ensure the implementation of the annual plans of activities, each School Health Coordinator should be facilitated to have in place a coordination and communication plan which defines the roles and responsibilities of the team that SHC will work with (*the coordination with the relevant teachers of Biology, Physical Education and Health, Civic Education and Elementary, but not excluding the collaboration with other school subjects*).
- **Network of school health coordinators:** The network of the SHCs should be vital and active by sharing and learning from each other. An online meeting plan should be scheduled at twice/month where the project team should part of the meeting.

*During the period of the contract, the network of each region should gather at least one time face to face to share the experiences/best practices from each school*

- **Implementation of the annual plans of activities:** The annual plans of activities should guarantee the maximum of beneficiaries by categories: school children, teachers, community, stakeholders, etc.  
At least one activity/month should be organized by each SHC in their schools.

#### 4. SERVICE PERIOD

The duration of the service will be over the period 01 November 2022 – 20 January 2023.

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

No.	Assignment Steps
1.	Preparatory work with the project team regarding the aim and methodology, and defining the expected outcomes (deliverables) settled since the beginning
2.	Creating a coordinated communication plan with the School Health Coordinators in 30 pre-determined schools in targeted regions Revise the current activity plans and facilitate each coordinator to develop a communication plan accordingly. Ensure that each SHC will organize at least 3 activities for the assignment period. Advise the SHC with the implementation of the activities and monitoring the implementation Organization of 5 (five) online meetings and 1(one) with each regional network and follow up of the plan of activities
3.	Share the best practices among the coordinators using the network for the activities organized in schools
4.	Submission of the final narrative report based on implementing role of the School Health Coordinators

#### 5. DELIVERABLES

It is expected from the service provider (company/NGO) to submit the following deliverables:

- The methodology of work and the timeline
- The revised plans of activities from each school health coordinator.

- Documentation of the follow-up process including list of participants, photos from the activities conducted by the coordinators, other school staff and/or other relevant actors (e.g., Parents' Councils, Children's Senates, local CSOs, etc.) and any other relevant documentation.
- A narrative report of the assignment at the end of the service.
- The report should be in the Albanian language, with a short summary in English.

## **6. QUALIFICATION AND SELECTION CRITERIA**

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 coordinating similar networks, as well as organizing and delivering activities in health promotion/education.
- Staff with background in public health/ health promotion / education sciences with communication skills and proven experience in networking, organization and delivery of health education and health promotion interventions.
- Proven ability to meet deadlines and work under pressure.
- Flexibility in responding to the needs of the contracting agency.

## **6. PROPOSAL**

The service provider (company/NGO) is expected to submit an application including:

- Technical proposal including the approach of the empowerment of the role of Health Coordinators in Schools, 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 coordinating similar networks, as well as organizing and delivering sessions related to health promotion activities.
- A copy of the 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 assignment, the service provider (company/NGO) 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 project will provide the list of School Health Coordinators and will facilitate the initial exchange.

The service provider will be responsible for all activities mentioned in the assignment steps, according to the requirements and timeline included in these Terms of Reference.

## **9. PAYMENT MODALITY**

The payment will be done in 3(three) instalments:

- 30% after the delivery of methodology within two weeks from the start of the service
- 50% after the delivery of revised plans until end of November
- 20% after the final narrative report and other relevant documents (in Albanian languages and short summary in English).

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 service provider.

## **10. OTHER BUSINESS**

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 21 – 10 – 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 17 – 10 – 2022. All questions will be responded by close of business 19 – 10 – 2022.