

Një projekt i Agjencisë Zvicerane për
Zhvillim dhe Bashkëpunim SDC



Schweizerische Eidgenossenschaft
Confédération suisse
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Confederaziun svizra

Agjencia Zvicerane për Zhvillim
dhe Bashkëpunim SDC

Zbatuar nga:



Save the Children



October 14, 2022

TERMS OF REFERENCE (TOR no. 2022/071)

Consultancy service for organization of the 8th International Public Health Conference organized by the Albanian Institute of Public Health on the 12th December 2022

1. BACKGROUND

The national Institute of Public Health (IPH) in Albania, under the auspices of the Ministry of Health and Social Protection, will organize the 8th International Public Health Conference on the 12th of December 2022, which coincides with the universal health coverage day.

This conference will address different issues that the health care systems are facing for a better emergency response in transitional societies of the Western Balkans including Albania and in other countries of the European region. The conference will bring together national and international professionals from various fields, including public health, primary health care and hospitals, emergencies, social and communication sciences etc., and allow them to share experiences and discuss research findings, covering innovative models for social and public health aspects of the responses in emergency situations.

“*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 aims at organizing a parallel session in the framework of this international conference regarding school-based health promotion programs. Emergency situations pose significant public health challenges in school environment too. Such emergency situations range from pandemics (the recent examples of COVID-19), earthquakes (the remarkable case of November 2019 in Albania), floods, fires, security issues, chemical explosions, food poisoning, etc. Schools represent a crucial setting for implementation of timely and effective health promotion programs including preparedness and early response to emergencies, effective and timely risk communication strategies, as well as implementation of adequate risk management interventions.

All these important public health aspects will be discussed and elaborated in the envisaged parallel session entitled “School-based health promotion programs”, which will be organized as part of the 8th International Public Health Conference in Tirana on the 12th of December 2022.

2. AIM AND OBJECTIVES OF THE ASSIGNMENT

Aim:

Save the Children is seeking to contract a group of experts (at least 2 experts) who will support the organization of the 8th international public health conference organized in Tirana by the IPH on the 12th of December 2022, and especially organize a parallel session on “school-based health promotion programs” in the framework of the upcoming.

Specific Objectives:

- To organize the parallel session on “school-based health promotion programs”.
- To develop a report (proceedings of the session) regarding the presentations and materials that will be held during the parallel session on “school-based health promotion”.
- To support the preparation of the overall “Abstract book” of the conference, including the plenary sessions and all 5 parallel sessions.

3. SERVICE PERIOD

The duration of the service will be over the period 01-15 December 2022.

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

No.	Assignment Steps
1.	Preparatory work: consultative meetings with the project team.
2.	Organization of the parallel session on “school-based health promotion”.
3.	Report (session proceedings) regarding the presentations and materials of the parallel session on “school-based health promotion”.
4.	Preparation of the overall “Abstract book” of the conference.
5.	Submission of the Final Report.

4. DELIVERABLES

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

- Proceedings of the presentations and materials of the parallel session on “school-based health promotion”.
- “Abstract book” of the public health conference (including plenary sessions and all parallel sessions).

5. QUALIFICATION AND SELECTION CRITERIA OF THE EXPERTS’ GROUP

The service provider should consist of a group of at least two 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 public health and health promotion.
- Proven expertise in report writing.
- Background in organization of similar events.
- 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.

6. PROPOSAL

The *experts’ group* is expected to submit a proposal, including:

- Technical proposal including the operational plan, timeline, organizational aspects of the conference, and other relevant details.
- 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 organization of similar events.
- A copy of ID cards of all members of the experts' group.

7. Award Criteria

The award criteria consist of the following:

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

8. 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 the organization of the parallel session on "school-based health promotion programs", preparation of the proceedings regarding the presentations and materials of this parallel session, and also preparation of the "Abstract book" for the whole conference (including plenary sessions and all parallel sessions)

9. PAYMENT MODALITY

The payment will be done in two instalments, as described below:

- First instalment: submission of the preliminary (interim) report detailing the outline of the conference and especially the parallel session on "school-based health promotion programs".
- Second instalment: submission of the proceedings of the parallel session on "school-based health promotion programs" and the "Abstract book" for the whole conference.

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*.

10. 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 two 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 26-10-2022.

Submission of written questions about this call may be addressed to shkollat.per.shendetin@savethechildren.org, by close of business 19-10-2020. All questions will be responded by close of business 21-10-2022.