

Një projekt i Agjencisë Zvicerane për
Zhvillim dhe Bashkëpunim SDC



Schweizerische Eidgenossenschaft
Confédération suisse
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Agjencia Zvicerane për Zhvillim
dhe Bashkëpunim SDC

Zbatuar nga:



Save the Children



24 December, 2021

TERMS OF REFERENCE (TOR no. 2021/054)

Consultancy service for development of policy briefs and a monitoring and evaluation tool for the new actions plans on NCDs and Health Promotion, supported by 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. This nationwide project consists of a 1-year Inception Phase (March 2020 – February 2021), followed by a 4-year Main Phase (March 2021 – February 2025).

According to one of the outputs, the project aims at strengthening the central government institutions and their affiliated agencies by providing the necessary evidence for rational decision-making and policymaking and evidence-based policy formulation.

In this framework, one of the main tasks consists of development of the “Action Plan on NCDs, Albania 2021-2030” and “Action Plan on Health Promotion, Albania 2022-2030”. A large group of actors has already developed the new action plans on NCDs and Health Promotion.

At this stage, there is need to develop policy briefs based on the draft of the action plans on NCDs and Health Promotion, which have been already developed. In addition, a monitoring and evaluation (M&E) tool should be developed in order to track in the future the progress of implementation of the activities envisaged in the respective action plans.

2. AIM AND OBJECTIVES OF THE ASSIGNMENT

Aim:

Save the Children is seeking to contract a group of experts (minimum two experts) for development of policy briefs and an M&E tool for the new action plans on NCDs and Health Promotion.

Specific Objectives:

- To develop a policy brief for the new “Action Plan on NCDs, Albania 2021-2030”.
- To develop a policy brief for the new “Action Plan on Health Promotion, Albania 2022-2030”.
- To develop an M&E tool for the new “Action Plan on NCDs, Albania 2021-2030”.
- To develop an M&E tool for the new “Action Plan on Health Promotion, Albania 2022-2030”.

3. SCOPE OF WORK

More specifically, the experts of the group are expected to:

- Develop policy briefs on the new action plans on NCDs and Health Promotion. The policy briefs should take into consideration the following principles:
 - Target audience: decision-makers and policy-makers at central and local level in Albania;
 - General structure: similar to the new action plans on NCDs and Health Promotion, which have been already developed. This is important to facilitate cross-referencing and ensure detailed reading;
 - For details, the policy briefs should refer to the full document of the respective action plans. This is essential as decision-makers may have very different needs for details, based on their specific mandates and institutional objectives;
 - Executive summary (1 page) should be developed in order to be used independently for a quick read (e.g. by top-level policy-makers, politicians, etc.).
- Develop an M&E tool for each of the two action plans (on NCDs and Health Promotion, respectively). The M&E tool should keep track on the implementation of the activities envisaged in each of the two action plans. Ultimately though, the action plans should be measured through a set of indicators with baselines in 2020 and targets for 2026 and 2030.

4. SERVICE PERIOD

The duration of the service will be over the period 17 January – 07 February 2022.

The groups of experts is required to proceed according to the following assignment steps:

No.	Assignment Steps
1.	Preparatory work (17-18 January 2022): <ul style="list-style-type: none">- Approach and work-plan for development of the policy briefs and the M&E tool.- Consultative meetings with the project team.- Consultative meetings with key stakeholders.
2.	Development of the policy briefs for the new action plans on NCDs and Health Promotion (19-28 January 2022).
3.	Development of the M&E tool for the new action plans on NCDs and Health Promotion (29 January – 06 February 2022).
4.	Submission of the final report (07 February 2022).

5. DELIVERABLES

It is expected from the group of experts to submit the following deliverables:

- Policy brief (in both English and Albanian languages) on the new “Action Plan on NCDs, Albania 2021-2030”.
- Policy brief (in both English and Albanian languages) on the new “Action Plan on Health Promotion, Albania 2022-2030”.
- An M&E tool for the new “Action Plan on NCDs, Albania 2021-2030”.
- An M&E tool for the new “Action Plan on Health Promotion, Albania 2022-2030”.
- A final report in both English and Albanian languages.

6. QUALIFICATION AND SELECTION CRITERIA FOR THE GROUP OF EXPERTS

The service provider (group of experts) should have the following experience and qualifications in order to address effectively and timely the specific requirements of this assignment:

- The experts of the group should hold a minimum MSc degree in Health Sciences, Public Health, Health Promotion, or other relevant degrees.
- The experts of the group should have proven expertise in development of policy briefs, as well as M&E tools in different health projects.
- The experts of the group should have background and qualifications in academic writing.
- The experts of the group should have previous working experience in the health system (particularly, in health promotion).
- The experts of the group should have proven expertise in report writing.
- The experts of the group should have proven ability to meet deadlines and work under pressure.
- The experts of the group should have should have flexibility in responding to the needs of the contracting agency.
- All experts of the group should have excellent oral and written communication skills in Albanian and English.

7. PROPOSAL

The *group of experts* is expected to submit a proposal, including the following:

- Technical proposal including the approach, proposed work-plan, timeline, and other relevant elements.
- Financial bid/proposal: in ALL (Albanian Lekë), including taxes according to the Albanian legislation for all services provided. In addition, the financial bid should include division of tasks between experts pertinent to the group.
- CV of each expert of the group, including a summary of expertise areas as per requirements of these “Terms of Reference”, demonstrating previous experience in similar assignments (report writing, development of action plans, policy briefs, etc.).

8. AWARD CRITERIA

The award criteria consist of the following:

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

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

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

The project team will make available the action plans on NCDs and Health Promotion, which have been already developed with the support of the project “*Shkollat për Shëndetin*”. In addition, the project team will supervise and facilitate the group of experts in every step of the process. No action will be taken without the approval of the project.

The group of experts is responsible for development of the policy briefs and the M&E tool for the new action plans on NCDs and Health Promotion, according to the requirements and timeline included in these Terms of Reference.

10. PAYMENT MODALITY

The payment will be done as a *lump sum* after the delivery of a final report (in English and Albanian languages).

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. ADMINISTRATIVE ASPECTS

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

Interested groups of experts should submit a technical proposal (approach, work-plan, and other relevant details), the financial proposal (with a clear division of tasks between experts), CVs of the proposed experts, and a copy of ID card of each expert of the group (in a single email) to: shkollat.per.shendetin@savethechildren.org, by close of business 10-01-2022.

Submission of written questions about this call may be addressed to shkollat.per.shendetin@savethechildren.org, by close of business 06-01-2022. All questions will be responded by close of business 07-01-2022.