

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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06 December, 2021

## TERMS OF REFERENCE (TOR no. 2021/0XX)

### **Service provider for supportive supervision of teaching classes covering health topics in schools 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. This nationwide project consisted of a 1-year Inception Phase (March 2020 – February 2021), followed by a 4-year Main Phase (March 2021 – February 2025).

The overarching goal of the project is to reduce exposure to the major risk factors for non-communicable diseases (NCDs) in the Albanian population in general, with a particular focus on schoolchildren. More specifically, “Shkollat për Shëndetin” is intended to promote positive behavioural changes among all primary schoolchildren (aged 6-16 years) in Albania, their respective families and communities at large.

Beneficiaries of this project will consist of all 9-year schools in Albania (through *online* interventions). Furthermore, a nationwide representative sample of 120 schools will benefit from additional *onsite* interventions, through a gradual inclusion of schools, starting with 30 schools in the first year of the Main Phase (covering the period March 2021 – February 2022) in three regions of Albania.

According to one of the outputs, the project aims is to provide supportive supervision in schools for the subjects (disciplines) covering health topics in general and health promotion in particular.

## 2. AIM AND OBJECTIVES OF THE ASSIGNMENT

### Aim:

Save the Children is seeking to contract a service provider (company or NGO) for conducting supportive supervision (assessment visits) in selected 9-year schools in Albania.

### Specific Objectives:

- To prepare a checklist (matrix) for inspection and observation of the classes during which various health topics and health promotion topics are covered (disciplines/subjects of biology, physical and health education, civic education, as well as relevant teaching classes of schoolchildren in grades 1-5).
- To conduct assessment of competency-based curricula during classes (how schoolchildren are involved during the process, how they interact with the subjects/disciplines covering healthy behaviours/lifestyle and good hygienic practices).
- To conduct the assessment activities (supportive supervision visits for an overall observation of 80 classes) in the following three regions of Albania: Elbasan, Korça and Kukës.

## 3. SCOPE OF WORK

More specifically, the Company/NGO is expected to:

- Develop a checklist (matrix) for inspection and observation of the classes which cover different health topics and especially health promotion topics. The assessment checklist should be compatible with the endorsed competency-based teaching curricula of the 9-year school system in Albania.
- Conduct supportive supervision visits (for an overall observation of 80 classes) with the attendance of health experts including health promotion specialists, nutrition experts, infectious disease specialists, and environmental health experts from the local health care units (LHCs) and other relevant institutions and agencies at local and regional level. The health experts should supervise teachers' work during the implementation of the teaching curriculum facilitating its successful implementation by also making recommendations and suggestions as needed/required.
- The assessment visits should be conducted in selected schools targeted for in-depth interventions in the first implementation year of the project "Shkollat për Shëndetin" (pertinent to the following three regions: Elbasan, Korça and Kukës).

#### 4. SERVICE PERIOD

The duration of the service will be over the period 15 December 2021 – 17 January 2022.

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

No.	Assignment Steps
1.	Preparatory work (15-19 December 2021): <ul style="list-style-type: none"><li>- Approach and work-plan for supportive supervision visits.</li><li>- Development of the matrix/checklist for assessment visits.</li><li>- Consultative meetings with the project team and relevant stakeholders.</li></ul>
2.	Supportive supervision visits (for an overall observation of <u>80 classes</u> ) in Korça, Kukës and Elbasan (20 December 2021 – 14 January 2022).
3.	Submission of the final report (17 January 2022).

#### 5. DELIVERABLES

It is expected from the service provider to submit the following deliverables:

- Methodology, work-plan, and matrix/checklist of the supportive supervision visits.
- Attendance lists and photos from assessment visits in classroom environments.
- A narrative report of the assignment at the end of the service.
- The report should be in both English and Albanian languages.

#### 6. QUALIFICATION AND SELECTION CRITERIA FOR THE SERVICE PROVIDER

The service provider (company/NGO) and its key experts proposed should have the following experience and qualifications in order to address effectively and timely the specific requirements of this assignment:

- Previous working experience in the education system and/or health system (particularly, in health promotion).
- Previous experience in similar assignments (supportive supervision visits) in education system in Albania regarding the assessment of teaching classes for subjects covering health topics in general and health promotion in particular (covered in the disciplines of biology, physical and health education, and civic education).

- The key experts proposed for supportive supervision visits should hold a minimum MSc degree in Health Sciences, Health Promotion, Public Health, or other relevant degrees.
- The key experts proposed should have background and qualifications in similar assignments and inspection of schools.
- The key experts proposed should have proven expertise in conducting reports of inspection based in the methodology of learning in the subjects of biology, civic education, physical and health education.
- The service provider should have proven expertise in report writing.
- The service provider should have proven ability to meet deadlines and work under pressure.
- The service provider should have flexibility in responding to the needs of the contracting agency.
- All experts proposed should have excellent oral and written communication skills in Albanian and English.

## 7. PROPOSAL

The *Company/NGO* is expected to submit a proposal, including:

- Technical proposal including the approach, proposed work-plan, timeline, and other relevant elements.
- Financial bid/proposal: fee of the supportive supervision visits in ALL (Albanian Lekë), including taxes according to the Albanian legislation for all services provided. The service provider should issue invoices as per government instructions.
- CV of the service provider and the proposed key experts, including a summary of expertise areas as per requirements of these “Terms of Reference”, demonstrating previous experience in similar assignments (supportive supervision visits) in 9-year schools regarding the assessment of teaching classes for selected subjects (disciplines) covering health topics in general and health promotion in particular.
- A copy of NIPT of the service provider and ID card of the representative.

## 8. AWARD CRITERIA

The award criteria consist of the following:

- Technical proposal: 40%
- Financial proposal: 40%:

- Qualification and experience of the Company/NGO and qualification of the key experts: 20%

## **9. 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 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 service provider is responsible for conducting the assessments in schools (supportive supervision visits), 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 report should include concrete recommendations which will support the methodologies of teaching and learning for the next academic year in Albania (which starts in September 2022).

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.

## **11. ADMINISTRATIVE ASPECTS**

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

Interested Companies/NGOs should submit a technical proposal (approach, work-plan, and other relevant details), the financial proposal, CVs of the proposed key experts, and a copy of ID of the representative (in a single email) to: [shkollat.per.shendetin@savethechildren.org](mailto:shkollat.per.shendetin@savethechildren.org), by close of business **10-12-2021**.

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 **07-12-2021**. All questions will be responded by close of business **08-12-2021**.