

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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04 November 2022

## **TERMS OF REFERENCE (TOR no. 2022/074)**

### **Study and exchange visit among schools and health related institutions in Europe engaging in a healthy school approaching 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).

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.

Since the project concerns the health-related matters by tackling the institutional model, structures and procedures, in education and health care system, comparison and benchmarking of different models in European countries is of interest to project contribution.

According to one of the activities, the project aims to learn, share and exchange on other European countries models/approaches regarding children’s health promotion engagement in schools. For this reason, an exchange visit is envisaged to happen in Bulgaria.

## 2. AIM AND OBJECTIVES OF THE ASSIGNMENT

### Aim:

Save the Children is seeking to contract a service provider (company/NGO) to organize, and coordinate, a study visits with key education and health institutions/stakeholders in Bulgaria.

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

- To propose to the project team
  - the potential schools in Bulgaria including in the exchange visits
  - the potential main stakeholders in Bulgaria confirm the aim of the service (sharing and exchange experience)
- To organize the exchange visits in middle school in Bulgaria in terms of logistic perspective
- To organize the trip (transport for all the trip including health and travel insurance for all the days of trip & accommodation) for at least 16 individuals for three days and two nights’ accommodation, it is preferred the departure to be early in the morning
- Specific requirement for accommodation
  - Hotel should be three star including breakfast.
  - Three twin rooms
  - 10 single rooms

Specific requirement for transport: Van with licence for international trip for 20 individuals, with clima ventilation system and comfortable for long trip.

## 3. SCOPE OF WORK

- **Detailed plan and program of the visit:** In the framework with the Shkollat per Shendetin project, the service provider should propose a detailed plan and program of the visit (main actors and schools). A communication plan will be in place once the project will provide the names and contacts of the participants to the study/exchange visit. To **organize mini activities with the hosting schools and exchange session:** Exchange session will be held after the activity identifying elements of school based on health promotion curricula.
- **Coordination of the entire visits/meetings with education and health institutions:** the service provider will be responsible to arrange and coordinate in time the meetings/visits at the education/health related institutions. A time

schedule and a detailed program with the confirmations must be set in advance before the departure to Bulgaria.

- **Arranging the accommodation, transport and locations:** the service provider should arrange the transport from Tirana – Sofia – Tirana and the all itinerary including the local transfers in Sofia according to the program of the visits and the accommodation in Sofia, for 16 people

#### 4. SERVICE PERIOD

The duration of the service will be over the period 10 November 2022 – 08 December 2022.

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 proposals and defining the schools and main stakeholder who will be visited (meeting)
2.	A technical study visit should be coordinated aiming to exchange best practices among the participants and the hosting partners.
3.	Coordination of meetings, transport and accommodation should be arranged for up to 16 participants. The visit consists of three days trip, and accommodation for two nights.
4.	Submission of the final narrative report based on the study/exchange visit in Bulgaria.

#### 5. DELIVERABLES

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

- The plan of the visit in Bulgaria. The detailed program and itinerary.
- List of schools/institutions and authorities visited.
- List of participants.
- Photo and video
- 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 experiences in order to address effectively and timely the specific requirements of this assignment:

- Proven expertise in coordinating similar visits, as well as organizing and delivering activities in health promotion/education.
- Staff with background in health promotion / education, communication skills and proven experience in networking, organization and delivery of events and setting group of people.
- 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 proposed work-plan according to the scope of the TOR, timeline, and other relevant elements.
- Financial bid/proposal: with a detailed expenditure (cost structure -visits, accommodation and travel) 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 work, as well as organizing and delivering exchange 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%

CRITERIA	DESCRIPTION	SCORE
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<b>Technical proposal</b>	Comprehensiveness (completeness) and coherence (consistency) of the proposal	10%
	Methodology: proposed intervention approaches (models)	20%
	Feasibility of implementation	10%
	<b>Subtotal</b>	<b>40%</b>
<b>Financial proposal</b>	Financial bid (fee for the overall services)	20%
	Financial feasibility and cost structure	20%
	<b>Subtotal</b>	<b>40%</b>
<b>CV of the applicant</b>	<i>Company</i> : experience of the company with similar projects (similar activities)	5%
	<i>Experts</i> : qualifications and experience of the proposed team leader and key experts (in similar intervention, in health promotion, health education,)	15%
	<b>Subtotal</b>	<b>20%</b>
<b>TOTAL SCORE</b>		<b>100%</b>

## 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 participants who will be part of the exchange visit in Bulgaria.

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 travel plans until 25<sup>th</sup> November 2022

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 11 – 11 – 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 09 – 11 – 2022. All questions will be responded by close of business 10 – 11 – 2022.