



28 April 2023

TERMS OF REFERENCE (TOR no. 2023/015)

Service provider for organization of capacity building activities with school health coordinators in selected 9-year 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, 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.

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 consist of all 9-year schools in Albania (through *online* interventions).

Furthermore, a nationwide representative sample of 120 schools benefits from additional *onsite* (in-depth) interventions, through a gradual inclusion of schools. Currently, in the third implementation year of the project, 90 schools are targeted for in-depth (onsite) interventions in the following nine regions of Albania: Kukës, Elbasan, Korçë, Lezhë, Durrës, Berat, Shkodër, Vlorë and Gjirokastrë.

To date, the project has successfully established a network of health coordinators in the schools targeted for in-depth interventions in the first two years of implementation (60 schools in the following 6 regions Kukës, Elbasan, Korçë, Lezhë, Durrës, Berat, Shkodër). This network is being currently expanded in the third year in further 30 schools pertinent to three other regions of Albania: Shkodër, Vlorë and Gjirokastrë.

The designation of “School Health Coordinator” is considered important in order to ensure the presence (availability) of a responsible staff in each school for the overall coordination and harmonization of health promotion programs. Nevertheless, capacity building interventions are needed in order to strengthen the role and position of school health coordinators in Albania.

2. AIM AND OBJECTIVES OF THE ASSIGNMENT

Aim:

Save the Children is seeking to contract a service provider (company or NGO) for conducting capacity building activities with school health coordinators in selected 9-year schools targeted for in-depth (onsite) interventions by the project “Shkollat për Shëndetin”.

Specific Objectives:

- To prepare a scenario for carrying out capacity building interventions for school health coordinators.
- To conduct capacity building activities for health coordinators in 60 schools pertinent to the following six regions of Albania: Kukës, Elbasan, Korçë, Lezhë, Durrës and Berat.

3. SCOPE OF WORK

More specifically, the Company/NGO is expected to:

- Develop a suitable scenario¹ for carrying out capacity building activities with health coordinators pertinent to the schools supported by the project “Shkollat për Shëndetin”.
- Conduct capacity building with health coordinators belonging to 60 schools targeted for onsite (in-depth) interventions by the project “Shkollat për Shëndetin” (in the regions of: Kukës, Elbasan, Korçë, Lezhë, Durrës and Berat).
- The activities should be conducted with participation, as well as in close cooperation and under the guidance of relevant educational institutions at national

¹ The applicants should suggest/recommend/propose the most suitable scenario for carrying out capacity building interventions with school health coordinators. The proposal may consist of separate capacity building activities in each region, or a single big event organized in the form of a convention where all 60 school health coordinators will be gathered and the capacity building activity will take place. The applicants are encouraged to interact proactively with relevant educational institutions at central and local level and identify the most realistic, feasible and appropriate scenario according to their needs and preferences.

level and local level (including the Ministry of Education and Sport, the General Directorate of Preuniversity Education, the Regional Directorates of Education, and the Local Education Offices).

4. SERVICE PERIOD

The duration of the service will be over the period 3 May – 30 June 2023.

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

No.	Assignment Steps
1.	Preparatory work (3-12 May 2023): <ul style="list-style-type: none">- Consultative meetings with the project team.- Communication with relevant stakeholders (school authorities).
2.	Capacity building activities with health coordinators pertinent to 60 schools from the following six regions: Kukës, Elbasan, Korçë, Lezhë, Durrës and Berat (15 May – 25 June 2023) ² .
3.	Submission of the final report (30 June 2023).

5. DELIVERABLES

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

- Attendance lists and photos from capacity building sessions.
- A narrative report of the assignment at the end of the service.
- The report should be in Albanian with a short summary in English.

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:

² Capacity building intervention may be proposed as one single event in the form of a big convention of all 60 school health coordinators. However, the organization of such a big event requires time and resources; therefore, a duration of approximately one month is envisaged for such an activity if it is proposed by the applicants in agreement with relevant educational institutions. Otherwise, if several (separate) capacity building interventions are proposed by the applicants, they should be spread evenly through the indicated one-month period.

- Previous working experience in the education system and/or health system (particularly, in health education).
- Previous experience in similar assignments in education system in Albania regarding the disciplines (subjects) covering health topics in general and health promotion in particular.
- The key experts proposed for this service should hold a minimum MSc degree in social sciences, education, health sciences, or other relevant degrees.
- The key experts proposed should have background and qualifications in similar assignments.
- The key experts proposed should have proven expertise in conducting capacity building activities with school staff.
- 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 for the capacity building activities 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 regarding capacity building interventions.
- 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 envisaged capacity building activities with 60 school health coordinators, 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 Albanian with a short summary in in English).

The payment will be subject to the current Albanian legislation taxes.

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, by 13:00 on **08-05-2023**.